



Dear IGC Chicago Exhibitor:

This package contains all the information you need to arrange your show shipments, order an electrical outlet, carpeting or rental furniture, check move-in times, book a hotel room, request staff badges, familiarize yourself with facility regulations and much more. Our goal is to make your entire experience as an exhibitor at IGC CHICAGO 2015 really positive from start to finish.

Please take time to carefully look through the enclosed rules & regs, forms and other information. The more informed you are the more smoothly and successfully things will go. A little advance planning will save you money, time and hassles!

Seven IMPORTANT notes:

1. Hall opens at noon on Tuesday – all exhibitors must be set up no later than 10am.
2. You can now donate your unwanted merchandise to Habitat for Humanities at the close of the show! See details at the very back of this kit.
3. SAVE TIME & MONEY! Ship your freight to the GES warehouse in advance and skip the long lines at the loading dock. Your freight will be waiting in your booth when you arrive! **PLEASE NOTE NEW WAREHOUSE SHIPPING ADDRESS!**
4. Using the loading dock and can't arrive on your scheduled day? You MUST call GES to reschedule by July 23 (Vince at 630-339-7376) or overtime charges will apply.
5. To use the loading dock at Navy Pier you MUST first check in at the marshalling yard at McCormick Place. Docks only available to main hall exhibitors (100-2800).
6. All booths must have floor-covering. Please bring carpeting or order from GES.*
7. Several GES section pages include web links for more info.

*Booths in the 2800 aisle and New Vendor Zone are in a carpeted area. Lobby booths do not require carpeting.

As always, we are here to help. Included right up front is a list of who to contact on our staff and amongst our vendors.

2015 marks The IGC Show's ninth year delivering exhibitors like you an ever-larger audience of qualified IGC buyers. As the single industry source for news, insight and information via *IGC Magazine* as well as the IGC Shows, we promise to continue to work hard every year to make your selling experience the most productive of any publication or show!

See you in Chicago!

Best,

Jeff Morey
CEO, IGC Show Founder & Publisher

Carl Pugh
Show Manager



General Information / Rules & Regulations

Show Location

Festival Hall and Lakeview Terrace
Navy Pier
Downtown Chicago, Illinois

Show Web Site

<http://www.igcshow.com>

Show Hours

Tuesday, August 18 12pm - 6pm
Wednesday, August 19 10am - 6pm
Thursday, August 20 10am - 3pm

Set-up (Click [HERE](#) to see your assigned move-in time)

Friday, August 14 8am - 4:30pm
Saturday & Sunday **CLOSED**
Monday, August 17 8am - 9pm
Tuesday, August 18 8am - 10am

Tear-down

Thursday, August 20 3pm - 9pm
Friday, August 21 7am - 12pm

Primary Contacts

IGC Show Mgmt	Lisa Bansavage	lisa@igcshow.com	(203) 682-1664
GES	Terri Morris	tmorris@ges.com	(630) 339-7330
Navy Pier		navypierutilities@navypier.com	(312) 595-5266

Important Checklist

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Find your assigned move-in and set-up time by clicking HERE |
| <input type="checkbox"/> | Drayage (order through GES <u>by July 24</u>) |
| <input type="checkbox"/> | Carpeting (required) and furniture (order through GES <u>by July 24</u>) |
| <input type="checkbox"/> | Shipping (contact your favorite carrier or GES) |
| <input type="checkbox"/> | Electrical outlets (order through GES <u>by July 24</u>) |
| <input type="checkbox"/> | Order badges by clicking HERE |
| <input type="checkbox"/> | Enter your online booth description (see your booth confirmation email) |
| <input type="checkbox"/> | Order lead retrieval device from RCS by July 22 (see form in back of this manual) |
| <input type="checkbox"/> | Book a hotel room by clicking HERE before June 15 for best rates and selection |
| <input type="checkbox"/> | Review sponsorship & show directory ad opportunities (email Jeff Morey jeff@igcconnection.com) |

NOTE: ELECTRICAL IS NOW ORDERED THROUGH GES



Important Dates & Deadlines

July 28	First day shipments sent to GES may arrive at their warehouse
July 24	Big savings! <u>Last day</u> to get discounted prices on orders from GES orders.
July 30	Last date to place DISCOUNTED phone, Internet or plumbing orders with Navy Pier
August 10	Last date shipments may arrive at GES warehouse without \$ penalty
August 14	First day direct shipments may arrive at Navy Pier
August 17	Last day direct shipments may arrive at Navy Pier (before 3pm)
August 21	Last day to remove your stuff from Navy Pier (before noon)

Hotels

IGC CHICAGO 2015 has heavily discounted rooms set aside for exhibitors and attendees at several major downtown hotels with free shuttle service. CAUTION: Do NOT purchase a hotel room for anyone who calls or emails claiming to be show management. There are many fraudulent companies doing so. Use only the official IGC hotel web page to make your reservations by clicking [HERE](#)

Driving Directions

Detailed driving directions can be found by clicking [HERE](#)

- From the north, take Lake Shore Drive (US 41) to the Grand Avenue exit.
- From the northwest, take the Kennedy Expressway (I-90/94) to the Ohio Street Exit, south on Orleans to Illinois Street and proceed east.
- From the west, take the Eisenhower Expressway (I-290) to Columbus Drive, north to Illinois Street and proceed east.
- From the southwest, take the Stevenson Expressway (I-55) to Lake Shore Drive (US 41), north to Illinois Street and proceed east.
- From south, take the Dan Ryan Expressway (I-90/94) east to the Stevenson Expr (I-55) to Lake Shore Drive (US 41), north to Illinois Street and proceed east.
- From southeast, take Lake Shore Drive (US 41) north to the Illinois Street exit.

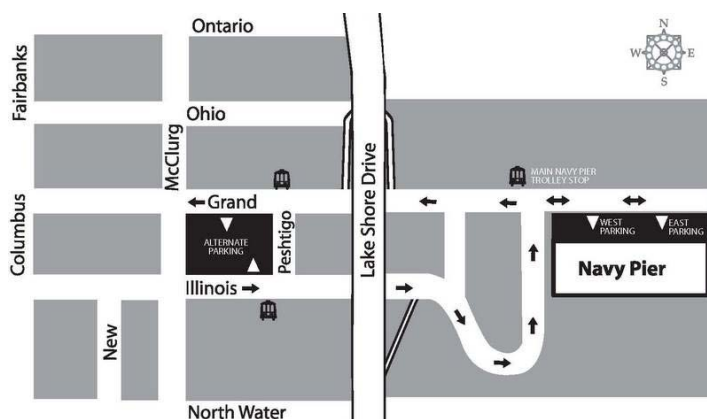
Parking

We urge exhibitors NOT to park at Navy Pier during show hours as we need these parking spots for your buyers. Park at your hotel and take the free show shuttle. Alternatively, here are walking-distance lots with free Navy Pier trolley service:

- 465 East Illinois
- 403 East Grand

Parking rates at Navy Pier are as follows:

Monday through Thursday - \$21.00 per day.
Friday through Sunday - \$25.00 per day





Exhibitor Badges

In keeping with our efforts to provide exhibitors and show visitors with the best possible security, it is important that all exhibitors must wear their exhibitor name badges in clear view at all times. Non-exhibitors will not be permitted in the exhibit hall other than during posted show hours. Exhibitors are prohibited from providing exhibitor badges to show guests. Register for exhibitor badges online to avoid delays onsite by clicking [HERE](#) and use the password provided in your Booth Confirmation Email. Can't find that password? Email lisa@igcshow.com for it. Companies receive up to 3 badges free per 10x10. Additional exhibitor badges are \$35 each.

Decorator/Drayage

The official Independent Garden Center Show decorator and drayage company is:

GES Exposition Services • 7000 Lindell Road • Las Vegas, NV 89118 (do **NOT** ship to this address)

Phone 800-475-2098 Fax 866-329-1437

Questions regarding drayage, furniture rental, shipment of freight, labor, booth cleaning or other special services should be directed to GES. See GES section for details.

Booth Space Includes

10' x 10' exhibit space (per booth unit purchased), New Vendor Zone has 8'x10' booths

8' high backdrop with draped fabric (not included with island booth)

3' side rails with draped fabric (not included with island booth)

One-line company identification sign (company name and booth number).

Carpeting – All booths must be carpeted or have some form of floor-covering. The 2800 aisle and New Vendor Zone are in a carpeted area. Lobby booths do not require carpeting.

Ice is available for exhibitors who have live plant material in the box at the back of the 1500 aisle.

Utilities

Navy Pier provides communication services and plumbing. The official service contractor (GES) provides electrical, drayage, cleaning, decorating, rigging, carpentry, and freight movement. The trades' people who perform these functions are hired by GES and are not employed by Navy Pier.

Work Rules

Exhibitors may perform the following functions as long as they are full-time employees (full-time for no less than 6 months) of the exhibiting company. See GES section for details.

- Setting up and dismantling exhibits with the use of exhibitor-owned tools (ladders, hand tools, cordless tools and power tools) without limit to the booth size.
- Assembling and disassembling materials, machinery or equipment.
- Installing all signs (except overhead ceiling signs), graphics, props, balloons, other decorative items, or Exhibitor drapery, including the skirting of Exhibitor tables.
- Delivering, setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.
- Skidding, positioning and re-skidding all Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.



Plants, Dirt or Ground Cover

If you plan to place anything damp in your booth such as plants or bedding, use ice or water, or lay down any soil or groundcover you must first place a WATERPROOF barrier beneath your booth or carpeting. Failure to do so can result in electrical shock and/or damage to the electrical outlets (at your expense), which are located in the floor. Visqueen plastic covering can be ordered from GES.

Children during Move-In/Move-Out and Show Hours

No children under the age of 14 will be allowed on the show floor at any time before, during or after the show. We appreciate the burden this may create for some of our exhibitors who have family-owned businesses, but safety concerns for all individuals on the show floor will require that we strictly enforce this regulation. Heavy equipment and machinery is prevalent on the show floor, especially during move-in and move-out of the Independent Garden Center Show. Safety is always our first priority.

Pets

No animals or pets are permitted in exhibit hall or booths at any time, except for guide dogs. It is also forbidden to house animals in cars or trucks parked on Navy Pier property.

Move-In/Move-Out Logistics

PLEASE CLICK [HERE](#) TO SEE YOUR ASSIGNED MOVE-IN TIME/DATE. All move-in must be completed by 10am on Tuesday. Move-out will not be permitted until 3 pm on closing day, Thursday. Any exhibitor removing or dismantling exhibit display prior to 3 pm on closing day may be denied space in future Independent Garden Center Shows. Show management does its best to attract audiences for the exhibitor and expects to present a full show to all visitors during all scheduled hours of the show. This is the same reason we require somebody in your booth at all times during the show.

Sales Limitations

The Independent Garden Center Show is a closed industry trade show. Direct, individualized sale of items that are taken from any exhibit booth prior to the close of the show is prohibited. This rule is necessary in order to provide all exhibitors balanced security, and to help ensure against theft of plant material and supplies. Items may be sold directly from the booth but may not be removed from the booth and/or exhibit hall until 3pm on closing day.

Sub-Leasing

No exhibitor may assign, sublet or apportion the whole or any part of the booth space assigned, nor permit any other party to exhibit therein, nor distribute any promotional or advertising materials in the assigned space other than those manufactured, grown or sold by exhibitor in the normal course of his/her business without written permission from show management.



Exhibitor Solicitations

Exhibitors must limit their activities to within the confines of their assigned booth space. Exhibitor activities must be conducted in a manner consistent with the non-interference of activities legitimately exercised by other exhibitors. The distribution of exhibitor's product, catalogs, pamphlets, printed material, souvenirs, etc., must remain within the confined area of the assigned booth space, and at no time should protrude, for any distance, into the exhibit hall aisles. No exhibitor's promotional activities will be permitted outside the confines of the assigned exhibit booth, except in such cases as approved by Show Management.

Non-Exhibitor Selling In Aisles

Show Management makes every effort to protect against unauthorized selling within the show exhibit area by individuals not booking space. The Independent Garden Center Show requests any individual attempting to sell or market in the aisle or other areas of the Convention Center, be reported to show management. These individuals are taking advantage of exhibitors who pay for their space and abide by show rules.

Character of Exhibits

The Independent Garden Center Show reserves the right to restrict exhibits to products and services of interest to and related to the garden center trade. Management also reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any reason are deemed to be objectionable, and also to prohibit or evict any exhibit which, in the opinion of the management, may detract from the general character of the Independent Garden Center Show. This reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines objectionable. In the event of such restriction or eviction, the Independent Garden Center Show is not liable for any refunds for rentals or other exhibit expense.

It is also required that each exhibit space have somebody attending the booth at all times. Exhibitors who fail to staff their booth may not be allowed to exhibit in future shows.

Display Configuration

Exhibit height in excess of four feet must be confined to the rear five feet of each linear (e.g. - 10x10, 10x20, 10x30) booth. The Independent Garden Center Show will strictly enforce this rule, and any violation must be immediately corrected or loss of booth space may result. No signs, partitions, apparatus, shelving, display material, etc., may extend beyond eight feet above the exhibit space floor. Show management requires exhibitors request a written variance 21 days in advance for any portion of an exhibit which extends beyond the eight-foot limit.

A request for a variance from the Independent Garden Center Show must be submitted no later than 30 days prior to the opening of the show and will be considered only in the case where the extended height serves as an integral part of the display. Variances are not required for live plant material that extends beyond eight feet. However, exhibitors may not use plant material which adversely impacts a neighboring exhibitor. Show management reserves the right of final decision in determining the importance of the display material exceeding standard show rules and regulations.



Special Equipment Restrictions

The operation of any engines is prohibited on the show floor. All displayed engines must have empty fuel tanks and fuel tank caps must be either taped closed or locked. In addition, all battery cables must be disconnected and taped to meet fire department regulations.

The use of loud speakers and public address equipment by exhibitors is prohibited. Exhibits which include the operation of musical instruments, radios or any noise-making equipment must be conducted or arranged so that the noise resulting from the demonstrations will not disturb adjacent exhibitors.

Hazardous Materials

No exhibitor will be allowed to bring any hazardous material into the exhibit hall for any purpose. The Independent Garden Center Show requires the use of empty display containers that have never been filled with hazardous materials. This rule will be strictly enforced. Hazardous materials are defined as any material packaged in a container that has the words "danger", "warning" or "poison" on it, accompanied by a phrase such as, but not limited to, "do not get on skin," "do not get in eyes," "do not breathe dust;" live aerosol spray cans or other similar hazards

Security

The Independent Garden Center Show will attempt to provide adequate security service for the exhibit area during show hours as well as when the show is closed. Show management urges exhibitors to have at least one employee in their booth at all times during move-in and move-out. The ultimate responsibility of security lies with the exhibitor at all times and show management shall not be held liable for the loss or theft of any or all items from an exhibit booth at any time. Exhibitors are particularly encouraged to secure and insure valuable items, including but not limited to TVs, DVD players, computers and monitors, small equipment and tools, cameras, etc. and remove such items immediately upon the close of the show.

Non-Compliance to Rules and Regulations

Each exhibitor, for himself/herself and his employees, substitutes or agents, agrees to abide by the rules and regulations given herein and by subsequent amendments and additions, considered by the Independent Garden Center Show to be in the best interest of all exhibitors. Upon non-compliance with the established rules, the Independent Garden Center Show reserves the right to prohibit, reject or eject any exhibitor, exhibitor's representative, exhibit (in whole or part) or visitor, with or without giving cause. In the event of restriction or eviction, the Independent Garden Center Show is not liable for any refunds on rentals or other exhibit expenses.

IGC Chicago
Navy Pier
August 18 - 20, 2015

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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
<https://e.ges.com/>

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GES Information and Order Forms

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago

Navy Pier

August 18 - 20, 2015

Official Service Provider

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

Show Information

Main Hall

Booth Size: 10' x 10'
Backwall Drape: White
Sidewall Drape: White
Aisle Carpet Color: Burgundy
1 - One line ID sign (7"x44") provided automatically

New Vendor Zone

Booth Size: 10' x 10'
Backwall Drape: White
Sidewall Drape: White
Facility Carpet Color: Multicolored
1 - One line ID sign (7"x44") provided automatically

Foodie Section (Booths 1720-1725)

Booth Size: 10' x 10'
Backwall Drape: Red
Sidewall Drape: Red
Aisle Carpet Color: Red
1 - One line ID sign (7"x44") provided automatically

Important Dates *Be sure to check all order forms for additional deadlines*

Discount Deadline Date

Tuesday, July 28 GES orders must be received with payment by this date.

Installation

Friday, August 14 8:00 AM - 4:30 PM Please Note: The facility will be closed 8/15/14 and 8/16/14. SEE TARGETED MOVE-IN SCHEDULE.
Monday, August 17 8:00 AM - 6:00 PM Please Note: The facility will be closed 8/15/14 and 8/16/14. SEE TARGETED MOVE-IN SCHEDULE.

Show Hours

Tuesday, August 18 12:00 PM - 6:00 PM
Wednesday, August 19 10:00 AM - 6:00 PM
Thursday, August 20 10:00 AM - 3:00 PM

Dismantle

Thursday, August 20 3:00 PM - 10:00 PM
Friday, August 21 8:00 AM - 12:00 PM

Carrier Check-in Post-Show

Friday, August 21 10:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Friday, August 21 12:00 PM All exhibitor materials must be removed.

Any exhibitor who has a targeted move-in of Friday, August 14 but does not arrive until Monday, August 17, will not be allowed to check in until after 2 PM Monday and overtime charges will apply. If you have a Friday target date and are unable to use it you must do one of the following to avoid these charges:

1. Advance ship to the GES warehouse
2. Hand carry from your own vehicle without use of the loading dock
3. Call Vince Siciliano at 630-339-7376 before July 28 to reschedule your target time

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/esm>

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling***Advance Shipments to Warehouse:**

c/o GES
IGC Chicago
(Your Company Name & Booth Number)
4108 W. 52nd Place
Chicago, IL 60632
USA

Shipments should arrive on or between:

July 17 - August 10, 2015
Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM

Direct Shipments to Exhibit Site:

c/o GES
IGC Chicago
(Your Company Name & Booth Number)
Navy Pier
600 E. Grand Ave.
Chicago, IL 60611
USA

Shipments should arrive on:

August 14, 2015, 8:00 AM - 4:30 PM
August 17, 2015, 8:00 AM - 4:30 PM

Please Note: The facility will be closed 8/15/14 and 8/16/14. SEE TARGETED MOVE-IN SCHEDULE.

Marshaling Yard Site Address:

c/o GES
IGC Chicago
(Your Company Name & Booth Number)
2900 South Moe Drive
Chicago, IL 60616
USA



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago

Navy Pier

August 18 - 20, 2015

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture and Accessories

The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Lighting and Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

How Can I Order My Show Services?

Expresso is GES' planning, ordering and management system. You can order everything you need for your tradeshow exhibits, view account order history, download the show schedule and so much more.

Step 1: Go to <https://e.ges.com/071600251/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road

Las Vegas, NV 89118

Phone: 800.475.2098 / Fax: 866.329.1437

International Phone: 702.515.5970 / Fax: 702.263.1520

Online Chat: www.ges.com/chat

GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago

Navy Pier

August 18 - 20, 2015

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer[®] www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Work Zone

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/esm>

071600251

IGC Chicago

Navy Pier

August 18 - 20, 2015

Safety is very important for everyone working in the Exhibit Hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



STOP. THINK. SAFETY.

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IGC Chicago

Navy Pier

August 18 - 20, 2015

Exhibitor Rights

Q: What work can I do in my own booth?

A: Exhibitors may perform the following functions as long as they are full-time employees of the exhibiting company.

- Setting up and dismantling exhibits with the use of exhibitor-owned tools (ladders, hand tools, cordless tools and power tools) without limit to the booth size.
- Assembling and disassembling materials, machinery or equipment.
- Installing all signs (except overhead ceiling signs), graphics, props, balloons, other decorative items, or Exhibitor drapery, including the skirting of Exhibitor tables.
- Delivering, setting up, plugging in, interconnecting and operating Exhibitor electrical equipment, computers, audio-visual devices and other equipment.
- Skidding, positioning and re-skidding all Exhibitor material, machinery and equipment using non-motorized hand trucks and dollies.

Q: What type of equipment is not permitted?

A: Exhibitors and their employees are not allowed to operate or stand on forklifts, pallet jacks, scaffolding, motorized dollies or similar motorized or hydraulic equipment. This also applies to GES supplied equipment to include scissor lifts, platforms and safety cages.

Q: What is a full-time employee?

A: An exhibitor employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

Work Zone

Exhibitor acknowledges that the show site and surrounding areas are active work zones. Exhibitor, its agents, employees and representatives are present at their own risk.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of GES. Please refrain from voicing complaints directly to labor.

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Navy Pier Automobile and Small Utility Vehicle Unloading Policy

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Navy Pier

August 18 - 20, 2015

As part of our ongoing efforts to create an exceptional exhibitor experience, Navy Pier will provide an accessible location for exhibitors to unload and load smaller materials and equipment used in their exhibit booths.

Q: What is considered an “Automobile or Small Utility Vehicle”?

A: Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.

Q: What can be unloaded or loaded from these vehicles?

A: Equipment, displays or other event related materials that can fit into approved vehicles and which can be transported by the owner or employee by hand or with the use of a exhibitor supplied manual cart or dolly. Due to safety concerns and in order to maintain an organized orderly flow during load-in and load-out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload or transport materials on Navy Pier property.

Q: Who can unload the vehicle?

A: Either an exhibitor or a full-time employee of the exhibiting company may unload or load the vehicle. In order to use the designated “Automobile or Small Utility Vehicle” area, eligible exhibitors and exhibitors’ employees must work in a team of at least two people.

Q: What is a full-time employee?

A: A full-time employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

Q: How many employees do I need in my vehicle?

A: There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials to and from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.

Q: How much time will I have?

A: The time allotted to individual vehicles to unload or load will be no more than 20 minutes.

Q: When will the areas be available to exhibitors?

A: During the move in, the self unloading area will be available on Monday, August 17, 2015 from 8:00 AM to 6:00 PM. To utilize that area, you must check in at the GES Marshaling Yard for a Self Unload Dock Pass and you will be given additional instructions at that time. Passes must be picked up by 5:00 PM at the marshaling yard.

On Thursday, August 20, 2015, when the show closes, you can pick up your Self Loading Dock Pass from the GES Marshaling Yard when you are packed and ready to load. The self loading area will be available from 3:00 PM to 9:00 PM. Passes must be picked up by 8:00 PM at the marshaling yard.

IGC Chicago
Navy Pier
August 18 - 20, 2015

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

- Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

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August 18 - 20, 2015

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter (1/4) of the tank capacity or five (5) gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

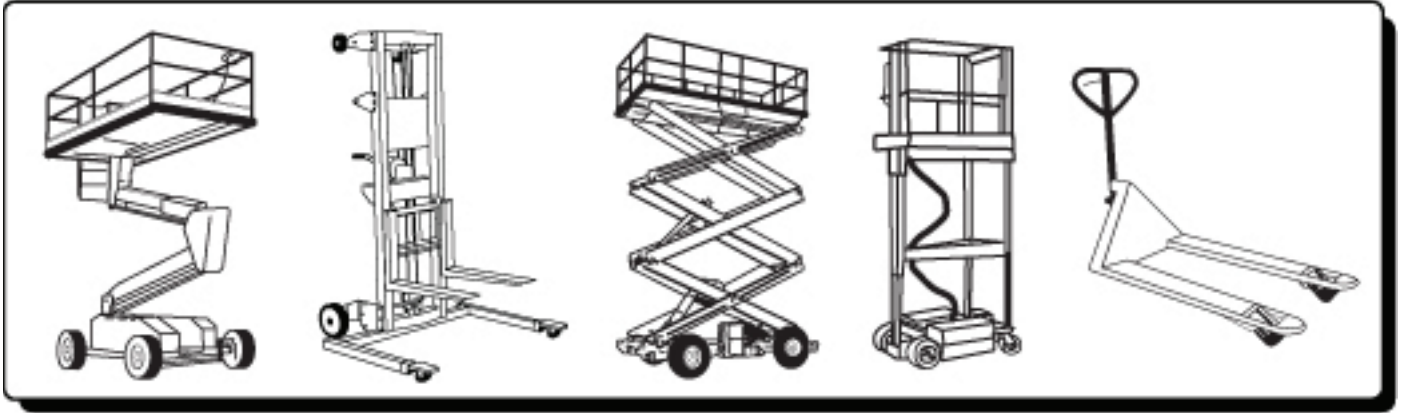
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August 18 - 20, 2015

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

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ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

TO BE COMPLETED BY EXHIBITOR

RETURN TO: Global Experience Specialists, Inc. (GES), Operations Department • 6800 Sante Fe Drive, Hodgkins, IL 60525 • Email: ChicagoCOI@ges.com • Fax: 702.914.5022

Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago
Navy Pier
August 18 - 20, 2015

Form Deadline Date:
July 15, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an Exhibitor's booth if this Notice of Intent to Use EAC (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of Exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____	
Contact Name: _____	Cell Phone: _____
Street Address: _____	Email: _____
City: _____	State: _____ Zip: _____
Office Phone: (area code _____) _____	Fax: (area code _____) _____
Description of Proposed service for Exhibitor: _____	

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

PLEASE SIGN X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

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Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Operations Department, 6800 Santa Fe Drive, Hodgkins, IL 60525, Email ChicagoCOI@ges.com, Fax 702.914.5022

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago

Navy Pier
August 18 - 20, 2015

Form Deadline Date:
July 15, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

The undersigned Exhibitor Appointed Contractor ("EAC") has been designated by an Exhibitor to perform certain services for the Exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Kit/Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move in.**
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.**
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the Exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.**
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the Exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear at all times.
- During show hours only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), MPEA and SMG, IGC (Show Management), IGC Chicago (Show) and Navy Pier (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
- EAC/Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The Exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- The Exhibitor or its EAC should take steps to protect the Exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
- EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/eacs/esm>

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Operations Department, 6800 Santa Fe Drive, Hodgkins, IL 60525, Email ChicagoCOI@ges.com, Fax 702.914.5022

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago

Navy Pier
August 18 - 20, 2015

Form Deadline Date:
July 15, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
Rules and Regulations (continued)		

19. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the Exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:


X _____
 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:


X _____
 AUTHORIZED SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Need Assistance?

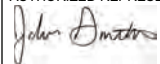
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/eacs/esm>

071600251

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 01/01/15	
PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819			INSUREERS AFFORDING COVERAGE INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
COVERAGES 3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	7. 01/01/15	8. 01/01/16	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/15	01/01/16	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO ONLY-EA ACCIDENT OTHER THAN \$ \$ AUTO ONLY: \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				
	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/15	01/01/16	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 _____ \$ _____ \$ _____ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/15	01/01/16	X WC STATU- ORY LIMITS OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. Global Experience Specialists, Inc. (GES) (Official Service Provider), MPEA and SMG, IGC (Show Management), Navy Pier (Facility), and IGC Chicago (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: August 18 - 20, 2015 at city of Chicago.					
CERTIFICATE HOLDER X		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
6. Global Experience Specialists, Inc. (GES) Operations Department 6800 Santa Fe Drive Hodgkins, IL 60525 Email ChicagoCOI@ges.com Fax 702.914.5022			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 		

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: Global Experience Specialists, Inc. (GES) (Official Service Provider), MPEA and SMG, IGC (Show Management), IGC Chicago (Show) and Navy Pier (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago

Navy Pier

August 18 - 20, 2015

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 28 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.

Estimating Material Handling Charges, *continued*

- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer**® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicer**®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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Order Directly Online:

<https://e.ges.com/071600251/mhEST/esm>

071600251

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago
Navy Pier
August 18 - 20, 2015

Form Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ADVANCE SHIPMENT TO WAREHOUSE (100 LBS. MINIMUM)

Each exhibitor will receive the first 1,000 lbs of freight for free. The advance shipment rate after the first 1,000 lbs of free freight is \$0.17 per pound.

DIRECT SHIPMENT TO EXHIBIT SITE

Each Exhibitor will receive the first 1,000 lbs of freight for free. The direct shipment rate after the first 1,000 lbs of free freight is \$0.12 per pound when delivered to the facility loading dock.

Exhibitors outside of the main exhibit floor that ship above and beyond the allotted 1,000 lbs allowance will be charged \$0.50 per pound.

All prices will be inclusive of **outbound** (move-out) overtime and special handling.

Note: A 50% surcharge will apply to the above direct shipment rates for any material received during overtime hours.

How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: Sunday through Friday 8:00 AM to 4:30 PM. Trucks loaded / unloaded after 4:30 pm will be charged at the overtime rate.

Overtime: All other times

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Important Information

Advance Shipments to Warehouse: Price includes: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 28 days (any materials stored beyond 28 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: A 30% late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Fri, Jul 17, 2015: Advance shipments may begin arriving at warehouse.

Mon, Aug 10, 2015: Last day for shipments to arrive at warehouse.

Direct Dates:

Fri, Aug 14, 2015: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Mon, Aug 17, 2015: Last day for shipments to arrive at exhibit site by 4:30 PM.

Please Note: The facility will be closed 8/15/14 and 8/16/14. SEE TARGETED MOVE-IN SCHEDULE.

Any exhibitor who has a targeted move-in of Friday, August 14 but does not arrive until Monday, August 17, will not be allowed to check in until after 2 PM Monday and overtime charges will apply. If you have a Friday target date and are unable to use it you must do one of the following to avoid these charges:

1. Advance ship to the GES warehouse
2. Hand carry from your own vehicle without use of the loading dock
3. Call Vince Siciliano at 630-339-7376 before July 28 to reschedule your target time.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 100 pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

GES is unable to receive flatbed shipments or any single piece weighing over 5,000 pounds at the Advance Warehouse.

Place Order Here

(Please Complete R-8 for Using GES Logistics - Domestic Shipping Services)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY = TOTAL PRICE
Each Small Package	\$ 11.95	\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%		A x 3% = B		\$
C. Payment Enclosed		A + B = C		\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/esm>

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5

A	RUSH! EXHIBITION FREIGHT
----------	------------------------------------

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW	
IGC Chicago	0710600251
NAME OF EXHIBITION	

BOOTH NUMBER	
C/O GES	
4108 W. 52nd Place	
Chicago, IL 60632 USA	

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
Friday, July 17, 2015 - Monday, Aug 10, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier			
Number		of	pieces



A	RUSH! EXHIBITION FREIGHT
----------	------------------------------------

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW	
IGC Chicago	0710600251
NAME OF EXHIBITION	

BOOTH NUMBER	
C/O GES	
4108 W. 52nd Place	
Chicago, IL 60632 USA	

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:
Friday, July 17, 2015 - Monday, Aug 10, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier			
Number		of	pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

R-6

D	RUSH!
EXHIBITION FREIGHT	

FROM:

D	RUSH!
EXHIBITION FREIGHT	

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

IGC Chicago

NAME OF EXHIBITION

0710600251

BOOTH NUMBER

C/O GES

Navy Pier

600 E. Grand Ave.

Chicago, IL 60611 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Aug 14, 2015 8:00 AM - 4:30 PM or Monday, Aug 17, 2015 8:00 AM - 4:30 PM

Please Note: The facility will be closed 8/15/14 and 8/16/14. SEE TARGETED MOVE-IN SCHEDULE.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____ of _____ pieces
Number _____



DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

IGC Chicago

NAME OF EXHIBITION

0710600251

BOOTH NUMBER

C/O GES

Navy Pier

600 E. Grand Ave.

Chicago, IL 60611 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Aug 14, 2015 8:00 AM - 4:30 PM or Monday, Aug 17, 2015 8:00 AM - 4:30 PM

Please Note: The facility will be closed 8/15/14 and 8/16/14. SEE TARGETED MOVE-IN SCHEDULE.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____ of _____ pieces
Number _____



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago
Navy Pier
August 18 - 20, 2015

Form Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

If this form is not received by GES by July 28, 2015, this pre-printing service will not be provided.

Step 1. Tell us the location of materials for pickup (show site address):

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
600 E. Grand Ave.	Chicago	IL	60611	USA
PHONE:	FAX:	BOOTH NUMBER:		

Step 2. Tell us the location where freight should be sent:

SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicercenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Need Assistance?

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**MANDATORY
FORM***

IGC Chicago
Navy Pier
August 18 - 20, 2015

Form Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

☐ Crated
☐ Uncrated
☐ Machinery
☐ Total

2. Indicate total number of trucks in each category that you will use:

☐ Van Line
☐ Common Carrier
☐ Flatbed
☐ Co. Truck
☐ Overseas Container

3 List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number _____

5. Print the name of person in charge of your move-in:

Phone Number _____

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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IGC Chicago
Navy Pier
August 18 - 20, 2015

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER:	
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	
				CONTACT'S HOTEL (OPTIONAL)	
Pick Up Information					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	

Delivery Information					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

Method of Shipment					
Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges			Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.		Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces:		Total Weight:		Hazardous Materials Contact Number () _____ - _____	
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.				I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: X	
I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.				AUTHORIZED NAME - PLEASE PRINT DATE	

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

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Order Directly Online:

<https://e.ges.com/071600251/esm>

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IGC Chicago

Navy Pier

August 18 - 20, 2015

IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of Navy Pier and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 2900 South Moe Drive, Chicago, IL 60616

No charge for this marshaling service.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Navy Pier as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Navy Pier, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at www.ges.com/chat.

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IGC Chicago
Navy Pier
August 18 - 20, 2015

Discount Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Important Information & Rates

Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk.

Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor for deliveries.

Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicer. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. **Do not use "Empty" labels.**

Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after the close of the show (delivery charges will apply).

LABOR RATES ARE AS FOLLOWS:

Forklift with Crew Per Hour	Discount	Regular	Show Site
Forklift, 5,000# & Crew, ST Code: 705111	\$ 338.25	\$ 400.75	\$ 463.75
Forklift, 5,000# & Crew, OT Code: 705111	\$ 463.50	\$ 557.50	\$ 651.50
Forklift, 5,000# & Crew, DT Code: 705111	\$ 589.25	\$ 714.75	\$ 840.00
Storage, ST Code: 705044	\$ 123.25	\$ 154.00	\$ 189.50
Storage, OT Code: 705044	\$ 185.00	\$ 231.25	\$ 277.50
Storage, DT Code: 705044	\$ 247.00	\$ 308.75	\$ 370.50
Equipment Only per Hour	Rate		
Forklift, 5,000# Code: 706200	\$ 80.50		
Forklift, 15,000# Code: 706204	\$ 123.25		

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Break of Show – On Thursday, August 20, 2015, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.

Overtime: Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.

Double Time: All other times Monday through Friday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

**Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.*

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	=	TOTAL	X	3% PSP	=	GRAND TOTAL
	AM PM	AM PM									\$
	AM PM	AM PM									\$
Labor Payment Enclosed											\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Please Indicate

Please describe your product:

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, 1/4 Trailer	\$ 283.00	1	\$
200513	Access Storage, 1/2 Trailer	\$ 565.50	1	\$
200513	Access Storage, Full Trailer	\$ 1,131.00		\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9%		C x 9 % = D	\$
E.	Trailer Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

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Order Directly Online:

<https://e.ges.com/071600251/storage/esm>

071600251

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option.

Standard

13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

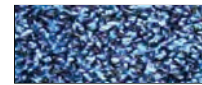
- 13 oz. 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



Blue (42)



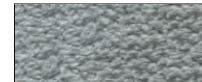
Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



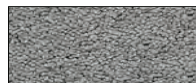
Red (49)

Plush

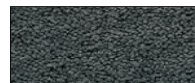
26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

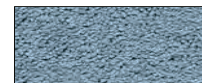
- 26 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



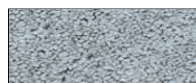
Cement (70)



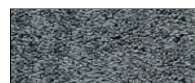
Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



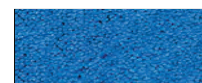
Navy (75)



Onyx (76)



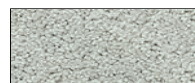
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

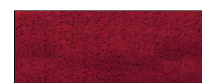
- 50 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



Cabernet (82)



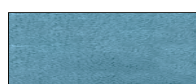
Graphite (83)



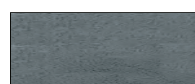
Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.

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IGC Chicago

Navy Pier

August 18 - 20, 2015

Discount Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Standard Pre-Cut Carpet				Custom-Cut Carpet			
Custom-cut carpet is required for all booths larger than 300 square feet, or for booths configured as island or peninsula.				Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.			
5001	13 oz. Standard Carpet 10'x10'	\$ 162.50	\$ 244.00	5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	\$ 2.45	\$ 3.68
5004	13 oz. Standard Carpet 10'x15'	\$ 211.75	\$ 317.50	5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 3.35	\$ 5.05
5002	13 oz. Standard Carpet 10'x20'	\$ 324.75	\$ 486.50	5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 3.98	\$ 5.90
5003	13 oz. Standard Carpet 10'x30'	\$ 486.75	\$ 730.50	26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.			
Visqueen Plastic Covering for Protection				Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.			
500410	Carpet Plastic Covering, Per Sq.Ft.	\$ 0.31	\$ 0.44	Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.			
Padding							
GES Offers the finest padding used in the industry, a 1/2" double-netted rebond pad. We guarantee your satisfaction.							
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	\$ 0.65	\$ 0.97				
The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.							
Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.							

Please Indicate Choice
13 oz. Carpet Colors (Item #'s 5001, 5004, 5002, 5003, 5000 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Black (41) ☐ Blue (42) ☐ Blue Jay (56)
☐ Burgundy (43) ☐ Emerald Green (44) ☐ Gray (40)
☐ Pepper (52) ☐ Red (49)

26 oz. Plush Custom-Cut Carpet Colors (Item #'s 5006 ONLY).

Dove will be provided if no color is indicated below:

- ☐ Cement (70) ☐ Charcoal (71) ☐ Cobalt (72)
☐ Dove (73) ☐ Lava Rock (74) ☐ Navy (75)
☐ Onyx (76) ☐ Red (49) ☐ Royal Blue (77)
☐ Silky Beige (78) ☐ Silver (79) ☐ Snow (80)

50 oz. Ultra Plush Custom-Cut Carpet Colors (Item #'s 5007 ONLY).

Iceberg will be provided if no color is indicated below:

- ☐ Bisque (81) ☐ Black (41) ☐ Cabernet (82)
☐ Graphite (83) ☐ Iceberg (84) ☐ Midnight (85)
☐ Seascape (86) ☐ Sterling (87) ☐ Teal (55)

Do you require electrical or utilities under the carpet?

- ☐ Yes ☐ No

Calculate Total Square Footage:

Width: _____ x Length: _____ = _____ Square Feet

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5001	13 oz. Standard Carpet 10'x10'		1	\$
5004	13 oz. Standard Carpet 10'x15'		1	\$
5002	13 oz. Standard Carpet 10'x20'		1	\$
5003	13 oz. Standard Carpet 10'x30'		1	\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
				\$
				\$
A.	Total All Items Ordered (Excluding Carpet Plastic)			\$
B.	Petroleum Surcharge Assessment: 3%	A x 3 % =	B	\$
C.	Subtotal	A + B =	C	\$
D.	Rental Tax: 9%	C x 9 % =	D	\$
E.	Total 1	C + D =	E	\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
500410	Carpet Plastic Covering, Per Sq.Ft.			\$
F.	Total (for Carpet Plastic Order Only)			\$
G.	Petroleum Surcharge Assessment: 3%	F x 3 % =	G	\$
H.	Subtotal	F + G =	H	\$
I.	Sales Tax: 10.25%	H x 10.25 % =	I	\$
J.	Total 2	H + I =	J	\$
K.	Payment Enclosed	E + J =	K	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

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071600251

Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

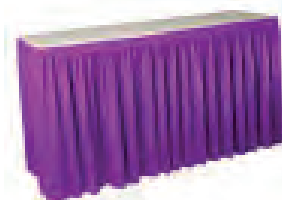
Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Mauve (47)



Purple (48)



Red (49)



Teal (55)



White (50)

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300124 - Aisle Stanchion
Chain, Plastic, Per Foot



300123 - Aisle Stanchion,
without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White,
4'x8'



300120 - Sign Holder, Bell
Base



300108 - Sign Holder,
Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,
Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago
Navy Pier
August 18 - 20, 2015

Discount Deadline Date:
July 28, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Display Furniture*			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 76.50	\$ 114.75	300082	Display Case 6', Full View	\$ 607.75	\$ 911.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 75.50	\$ 113.00	300083	Display Case 6', Half View	\$ 607.75	\$ 911.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 55.00	\$ 82.75	300084	Display Case 6', Quarter View	\$ 607.75	\$ 911.00
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 101.00	\$ 152.00	300088	Display Case 7', Vertical	\$ 794.50	\$ 1,191.75
Tables				Accessories			
300059	Table, Starbase, 30" Diameter x 40" High	\$ 204.00	\$ 306.50	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 4.82	\$ 7.25
300058	Table, Starbase, 40" Diameter x 30" High	\$ 204.00	\$ 306.50	300123	Aisle Stanchion, without Chain	\$ 27.00	\$ 40.50
Skirted Tables				300103	Aluminum Easel	\$ 39.50	\$ 59.75
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300111	Bag Stand	\$ 97.75	\$ 147.00
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 111.00	\$ 166.50	300102	Coat Rack	\$ 87.00	\$ 130.50
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 143.25	\$ 214.75	300104	Garment Rack	\$ 97.75	\$ 147.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 172.50	\$ 258.75	300106	Literature Rack	\$ 87.00	\$ 130.50
3007	Table, Skirt 4th Side	\$ 35.50	\$ 53.00	300201	Pegboard, White, 4'x8'	\$ 152.00	\$ 228.00
Skirted Counters				300040	Pipe, 8' Upright with Base	\$ 16.50	\$ 16.50
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				300015	Rod, 6' to 10' Telescopic	\$ 12.50	\$ 18.80
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 138.75	\$ 208.50	300120	Sign Holder, Bell Base	\$ 79.00	\$ 118.75
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 171.25	\$ 257.00	300108	Sign Holder, Chrome, 22"x28"	\$ 97.75	\$ 147.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 199.00	\$ 298.50	300211	Tackboard, 4'x8'	\$ 159.75	\$ 239.25
3017	Counter, Skirt 4th Side	\$ 47.00	\$ 71.00	300112	Ticket Tumbler, Small, Table Top	\$ 135.25	\$ 203.25
Risers				300113	Wastebasket	\$ 17.20	\$ 25.75
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 61.50	\$ 92.25	300118	Waterfall Stand	\$ 87.00	\$ 130.50
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 43.25	\$ 65.00	<i>Prices include delivery, installation, rental, and removal.</i>			
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 78.75	\$ 118.25	<i>*Power is not included. Order power on Electrical Rental Order Form - Floor Service (E-2f). Please note if 24 hour power is required. One (1) 500 Watt outlet per two (2) display cases.</i>			
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 61.50	\$ 92.25				
Custom Booth Drape							
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 16.95	\$ 25.50				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 20.40	\$ 30.25				
Display Furniture*							
300073	Display Case 4', Corner View	\$ 590.75	\$ 885.75				
300074	Display Case 4', Full View	\$ 573.75	\$ 860.75				
300075	Display Case 4', Half View	\$ 573.75	\$ 860.75				
300076	Display Case 4', Quarter View	\$ 573.75	\$ 860.75				
300078	Display Case 5', Full View	\$ 592.00	\$ 888.75				
300079	Display Case 5', Half View	\$ 590.75	\$ 885.75				
300080	Display Case 5', Quarter View	\$ 590.75	\$ 885.75				

Please Indicate Choice

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3001, 3002 ONLY)

Gray will be provided if no color is indicated below:

- ☐ Beige (54) ☐ Black (41) ☐ Blue (42)
☐ Burgundy (43) ☐ Forest Green (45) ☐ Gold (46)
☐ Gray (40) ☐ Mauve (47) ☐ Purple (48)
☐ Red (49) ☐ Teal (55) ☐ White (50)

4th Side Table Skirt (3007 ONLY)

- ☐ 6' Table ☐ 8' Table

4th Side Counter Skirt (3017 ONLY)

- ☐ 6' Counter ☐ 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

- ☐ Horizontal ☐ Vertical

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9%		C x 9 % = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
				AUTHORIZED NAME - PLEASE PRINT
				DATE

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/furnishings/esm>

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IGC Chicago
Navy Pier
August 18 - 20, 2015

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COMPANY NAME EMAIL ADDRESS Booth Number

GES Furniture Packages offer significant savings!

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 243.41	\$ 365.40	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 474.48	\$ 712.13
Prices include delivery, installation, rental, and removal.				Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			

Please Indicate Choice

Table Skirt Color (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Mauve (47) | <input type="checkbox"/> Purple (48) |
| <input type="checkbox"/> Red (49) | <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) |

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			\$
400012	Furniture Package 2			\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9%		C x 9% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT DATE

Need Assistance?

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<https://e.ges.com/071600251/packages/esm>

071600251

Seating - Sofas and Loveseats



305068 - Loveseat, Key West, Black,
57"L 35"D 33"H



305262 - Loveseat, Naples, Black Vinyl,
62"L 30"D 28"H



305264 - Sectional, Heathrow, Black
Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc.,
Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric,
73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl,
48"L 24"D 28"H



305125 - Sofa, Key West, Black, 85"L
35"D 33"H



305226 - Sofa, Mirabel, Brown Leather,
76"L 35"D 32"H



305261 - Sofa, Naples, Black Vinyl,
87"L 30"D 28"H



305221 - Sofa, Roma, White Vinyl, 78"L
31"D 33"H



305119 - Sofa, South Beach, Platinum
Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D
36"H

Seating - Club Chairs



305235 - Chair, Allegro, Blue
Fabric, 36"L
34.5"D 29.5"H



305072 - Chair, Barcelona, Black,
30"L 31"D 35"H



305073 - Chair, Barcelona,
White, 30"L 30"D
31"H



305225 - Chair, Mirabel, Brown
Leather, 36"L
35"D 32"H



305220 - Chair, Roma, White
Vinyl, 37"L 31"D
33"H



305070 - Chair, Tub, Key West,
Black, 31"L 31"D
31"H



305267 - Corner, Heathrow, Black
Vinyl, 24"L 24"D
28"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Seating - Chairs



305152 - Chair,
Altura, Guest,
25"L 20"D 34"H



305041 - Chair,
Berlin, Black/
White, 18"L 22"D
32"H



305042 - Chair,
Berlin, Red/
White, 18"L 22"D
32"H



305110 - Chair,
Brewer, Black,
20"L 20"D 32"H



305260 - Chair,
Christopher,
White Vinyl w/
Chrome, 17"L
19"D 35"H



305285 - Chair,
Duet Stack,
Black/Chrome,
23"L 18.5"D 16"H



305231 - Chair,
Fusion, Clear/
White, 19"L 21"D
32"H



305230 - Chair,
Fusion, Green/
White, 19"L 21"D
32"H



305232 - Chair,
Fusion, Red/
White, 19"L 21"D
32"H



305266 - Chair,
Heathrow, Black
Vinyl, 24"L 24"D
28"H



305079 - Chair,
Ice Transparent/
Chrome, 17.25"L
20"D 32"H



305034 - Chair,
Iso Mesh Black,
36"L 24"D 38"H



305111 - Chair,
Jetson, 19"L
18"D 31"H



305271 - Chair,
La Brea Swivel,
Charcoal Gray
Fabric, 35"L 27"D
40"D



305149 - Chair,
Luxor, Guest,
27"L 28"D 40"H



305270 - Chair,
Madden Arm, Lt.
Gray Vinyl, 27"L
32"D 33"H



305263 - Chair,
Naples, Black
Vinyl, 36"L 30"D
28"H



305108 - Chair,
New York, 23"L
32"D 33"H



305115 - Chair,
Panton, White,
20"L 34"D 33"H



305284 - Chair,
Rustique Arm,
Gunmetal, 20"L
18"D 31"H



305272 - Chair,
Swanson Swivel,
White Vinyl, 28"L
25"D 18"H



305069 - Chair,
T-Vac
Translucent, 25"L
23"D 30"H



305269 - Chair,
Tangiers, 34"L
37"D 36"H



305250 - Chair,
Wendy, Clear
Acrylic, 15"L
20"D 36"H

Seating - Ottomans



305277 - Ottoman,
Bench, Black Vinyl,
60"L 20"D 18"H



305278 - Ottoman,
Bench, White Vinyl,
60"L 20"D 18"H



305085 - Ottoman,
Cube, Black, 17"L
17"D 18"H



305093 - Ottoman,
Cube, White
Leather, 17"L 17"D
18"H



305086 - Ottoman,
Half Round, Black,
72"L 36"D 17"H



305087 - Ottoman,
Half Round, White,
72"L 36"D 17"H



305240 - Ottoman,
Puzzle Bench,
White, 48"L 24"D
18"H



305092 - Ottoman,
South Beach,
Wedge, Platinum,
25"L 31"D 18"H



305280 - Ottoman,
Square Seat, Black,
34"L 34"D 15"H



305279 - Ottoman,
Square Seat, White,
34"L 34"D 15"H



305246 - Ottoman,
Vibe Cube, Blue,
Vinyl, 18"L 18"D
18"H



305242 - Ottoman,
Vibe Cube,
Champagne, Vinyl,
18"L 18"D 18"H



305243 - Ottoman,
Vibe Cube, Gold/
Bronze, Vinyl, 18"L
18"D 18"H



305241 - Ottoman,
Vibe Cube, Green,
Vinyl, 18"L 18"D
18"H



305244 - Ottoman,
Vibe Cube, Pink,
Vinyl, 18"L 18"D
18"H



305245 - Ottoman,
Vibe Cube, Red,
Vinyl, 18"L 18"D
18"H



305247 - Ottoman,
Vibe Cube, Yellow,
Vinyl, 18"L 18"D
18"H

Seating - Office and Utility Seating



305150 - Chair,
Altura, High Back,
25"L 25"D 43"H Adj.



305151 - Chair,
Altura, Med. Back,
25"L 25"D 37"H Adj.



305305 - Chair,
Executive, Pro,
White, 27.5"L 27.5"D
45.7"H



305114 - Chair, Flex
with Wheels, 24"L
22"D 31"H



305147 - Chair,
Luxor, High Back,
27"L 28"D 47"H Adj.



305148 - Chair,
Luxor, Med. Back,
27"L 28"D 41"H Adj.



305076 - Chair, Otto,
Highback Black,
23"L 21"D 43"H



305126 - Chair,
Task, 25"L 26"D
21"H



305043 - Stool,
Drafting, 25"L 26"D
34"H

Seating - Barstools



305012 -
Barstool,
Banana, Black,
21"L 22"D 30"H



305013 -
Barstool,
Banana, White,
21"L 22"D 30"H



305010 -
Barstool, Gin,
Maple, 16"L 16"D
29"H



305023 -
Barstool, Ice,
Transparent/
Chrome, 16.75"L
16"D 32"H



305011 -
Barstool, Jetson,
Black, 18"L 19"D
29"H



305289 -
Barstool, Lift,
Chrome/Black
Seat, 15" Round
23-33.5"H



305292 -
Barstool, Lift,
Chrome/Gray
Seat, 15" Round
23-33.5"H



305291 -
Barstool, Lift,
Chrome/Red
Seat, 15" Round
23-33.5"H



305290 -
Barstool, Lift,
Chrome/White
Seat, 15" Round
23-33.5"H



305009 -
Barstool, Oslo,
Blue, 17"L 20"D
30"H



305008 -
Barstool, Oslo,
White, 17"L 20"D
30"H



305288 -
Barstool,
Rustique,
Gunmetal, 13"L
13"D 30"D



305206 -
Barstool, Shark
Swivel, White/
Chrome Base,
22"L 19"D 34"-
44"H



305207 -
Barstool, Zooley
Swivel, White/
Chrome Base,
15"Lx17"Dx31"-3
5"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue



Silver Textured

Tables - Cafe



305162 - Table,
Cafe, Blue/
Black, 30"
Round 29"H



305154 - Table,
Cafe, Blue/
Chrome, 30"
Round 29"H



305164 - Table,
Cafe, Graphite/
Black, 30"
Round 29"H



305167 - Table,
Cafe, Graphite/
Black, 36"
Round 29"H



305156 - Table,
Cafe, Graphite/
Chrome, 30"
Round 29"H



305159 - Table,
Cafe, Graphite/
Chrome, 36"
Round 29"H



305165 - Table,
Cafe, Maple/
Black, 30"
Round 29"H



305168 - Table,
Cafe, Maple/
Black, 36"
Round 29"H



305157 - Table,
Cafe, Maple/
Chrome, 30"
Round 29"H



305160 - Table,
Cafe, Maple/
Chrome, 36"
Round 29"H



305161 - Table,
Cafe, Red/
Black, 30"
Round 29"H



305153 - Table,
Cafe, Red/
Chrome, 30"
Round 29"H



305282 - Table,
Cafe, Silver
Texture/Black
Base, 30"
Round 29"H



305299 - Table,
Cafe, Silver
Textured Grain/
Tulip Chrome
Base, 30"
Round 29"H



305283 - Table,
Cafe, White
Laminate/Black
Base, 36"
Round 29"H



305301 - Table,
Cafe, White
Laminate/Tulip
Chrome Base,
36" Round 29"H



Tables - Bar



305131 - Table,
Bar, Blue/Black,
30" Round 42"H



305140 - Table,
Bar, Blue/
Chrome, 30"
Round 42"H



305133 - Table,
Bar, Graphite/
Black, 30" Round
42"H



305136 - Table,
Bar, Graphite/
Black, 36" Round
42"H



305142 - Table,
Bar, Graphite/
Chrome, 30"
Round 42"H



305145 - Table,
Bar, Graphite/
Chrome, 36"
Round 42"H



305134 - Table,
Bar, Maple/Black,
30" Round 42"H



305137 - Table,
Bar, Maple/Black,
36" Round 42"H



305143 - Table,
Bar, Maple/
Chrome, 30"
Round 42"H



305146 - Table,
Bar, Maple/
Chrome, 36"
Round 42"H



305130 - Table,
Bar, Red/Black,
30" Round 42"H



305139 - Table,
Bar, Red/
Chrome, 30"
Round 42"H



305286 - Table,
Bar, Silver
Textured Grain/
Black Base, 30"
Round 42"H



305302 - Table,
Bar, Silver
Textured Grain/
Tulip Chrome
Base, 30" Round
42"H



305287 - Table,
Bar, White
Laminate/Black
Base, 36" Round
42"H



305303 - Table,
Bar, White
Laminate/Tulip
Chrome Base,
30" Round 42"H

Tables - Cocktail



305017 - Table, Cocktail, Geo,
Black, 50"L 22"D 16"H



305014 - Table, Cocktail, Geo,
Chrome, 50"L 22"D 16"H



305020 - Table, Cocktail,
Inspiration, 42"L 28"D 18"H



305210 - Table, Cocktail, Oliver,
47"L 27"D 19"H



305016 - Table, Cocktail,
Silverado, 36" Round 17"H



305015 - Table, Cocktail, Soho,
38"L 38"D 18.5"H



305025 - Table, Cocktail,
Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail,
Sydney White, 48"L 26"D 18"H



Tables - End Tables



305273 - Table, Aura,
White Metal, 15"
Round 22"H



305274 - Table, E,
Wood, 21"L 15.5"D
27.5"H



305047 - Table, End,
Geo, Black, 26"L 26"D
20"H



305044 - Table, End,
Geo, Chrome, 26"L
26"D 20"H



305049 - Table, End,
Inspiration, 24"L 28"D
22"H



305211 - Table, End,
Oliver, 22" Round
22"H



305046 - Table, End,
Silverado, 24" Round
22"H



305045 - Table, End,
Soho, 26"L 26"D 27"H



305050 - Table, End,
Sydney, Black, 27"L
23"D 22"H



305048 - Table, End,
Sydney, White, 27"L
23"D 22"H



305276 - Table,
Mosaic, Set of 3



305275 - Table,
Timber, Wood, 16"
Round 17"H

Conference Tables



305175 - Table, Conf., Geo, Black,
42"L 42"D 29"H



305176 - Table, Conf., Geo, Black,
60"L 36"D 29"H



305173 - Table, Conf., Geo,
Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo,
Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite,
42" Round 29"H



305028 - Table, Conf., Graphite,
72"L 36"D 29"H



GES

Global
Experience
Specialists™

Specialty Furniture



305029 - Table, Conf., Graphite,
96\"/>



305171 - Table, Conf., Gray, 72\"/>



305172 - Table, Conf., Gray, 96\"/>



305033 - Table, Conf., Mahogany,
120\"/>



305030 - Table, Conf., Mahogany,
42\"/>



305031 - Table, Conf., Mahogany,
72\"/>



305032 - Table, Conf., Mahogany,
96\"/>



305177 - Table, Conf., Manhattan,
42\"/>



305293 - Table, Conf., Merlin,
Gray Laminate/Black, 46\"/>



305281 - Table, Conf., White
Laminate, 42\"/>



305208 - Table, Nova, Oval,
White/Silver Legs, 71\"/>

Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

Product Display



305002 - Bookcase, Graphite,
36"L 13"D 71"H



305001 - Bookcase, Mahogany,
36"L 13"D 71"H



305053 - Etagere, Black, 30"L
16"D 70"H



305052 - Etagere, Pewter, 30"L
16"D 70"H



305215 - Pedestal, Black
Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black
Plastic, 24"L 24"D 42"H



305103 - Pedestal, Locking
Door, Black, 24"L 24"D 42"H



305297 - Pedestal, Powered
Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered
Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered
Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered
Locking, White, 24"L 24"D 42"H



Office and Utility Furniture



305040 - Credenza, Graphite,
72"L 24"D 29"H



305039 - Credenza, Mahogany,
72"L 24"D 29"H



305057 - Desk, Executive,
Graphite, 60"L 30"D 29"H



305056 - Desk, Executive,
Mahogany, 60"L 30"D 29"H



305294 - Desk, Writing/Work
Table, White Laminate/White,
48"L 24"D 30"H



305059 - File, Lateral, Graphite,
36"L 20"D 29"H



305058 - File, Lateral,
Mahogany, 36"L 20"D 29"H

Lamps



305204 - Lamp, Floor,
Mason, Silver, 18" Round
55"H



305205 - Lamp, Table,
Mason, Silver, 16" Round
26"H

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July 28, 2015

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas and Loveseats				Seating - Ottomans			
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 463.00	\$ 694.75	305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 125.25	\$ 187.75
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	\$ 412.00	\$ 618.00	Seating - Office and Utility Seating			
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	\$ 1,170.00	\$ 1,760.00	305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 340.75	\$ 511.50
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,336.75	\$ 2,005.25	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 326.00	\$ 488.75
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 705.50	\$ 1,058.75	305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	\$ 242.00	\$ 363.00
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	\$ 479.00	\$ 719.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 152.00	\$ 228.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 519.75	\$ 779.75	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 383.00	\$ 574.25
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	\$ 878.25	\$ 1,315.50	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 348.50	\$ 523.00
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	\$ 517.00	\$ 776.00	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 445.75	\$ 668.50
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 895.25	\$ 1,347.25	305126	Chair, Task, 25"L 26"D 21"H	\$ 138.00	\$ 206.75
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 608.00	\$ 911.50	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 200.50	\$ 300.75
305268	Sofa, Tangiers, 78"L 37"D 36"H	\$ 442.00	\$ 663.00	Seating - Barstools			
Seating - Club Chairs				305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 150.50	\$ 225.00
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 558.00	\$ 837.25	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 150.50	\$ 225.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 740.25	\$ 1,110.25	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 194.00	\$ 291.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 829.75	\$ 1,245.00	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 210.00	\$ 315.75
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	\$ 539.00	\$ 808.25	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 249.00	\$ 373.75
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 555.00	\$ 832.75	305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.	\$ 101.00	\$ 152.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 357.00	\$ 535.50	305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5	\$ 101.00	\$ 152.00
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	\$ 333.00	\$ 500.00	305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5	\$ 101.00	\$ 152.00
Seating - Chairs				305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33	\$ 101.00	\$ 152.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 281.00	\$ 421.50	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 274.50	\$ 412.25
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 117.50	\$ 176.25	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 274.50	\$ 412.25
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 117.50	\$ 176.25	305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	\$ 128.00	\$ 192.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 140.50	\$ 211.25	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 401.00	\$ 601.50
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D	\$ 105.00	\$ 158.00	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 365.00	\$ 547.50
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	\$ 70.00	\$ 105.00	Tables - Cafe			
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 152.75	\$ 229.25	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 211.50	\$ 317.25
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 152.75	\$ 229.25	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 281.50	\$ 422.25
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 152.75	\$ 229.25	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 211.50	\$ 317.25
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	\$ 267.00	\$ 401.00	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 247.00	\$ 370.25
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 210.75	\$ 316.50	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 281.50	\$ 422.25
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 294.00	\$ 441.75	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 334.75	\$ 501.50
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 186.00	\$ 279.50	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 211.50	\$ 317.25
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 2	\$ 350.00	\$ 525.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 247.00	\$ 370.25
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 310.00	\$ 465.25	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 281.50	\$ 422.25
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	\$ 361.00	\$ 542.00	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 334.75	\$ 501.50
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	\$ 344.00	\$ 516.00	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 211.50	\$ 317.25
305108	Chair, New York, 23"L 32"D 33"H	\$ 191.25	\$ 287.00	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 281.50	\$ 422.25
305115	Chair, Pantan, White, 20"L 34"D 33"H	\$ 202.75	\$ 303.50	305282	Table, Cafe, Silver Texture/Black Base, 30" Round 2	\$ 158.00	\$ 237.00
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	\$ 146.00	\$ 219.00	305299	Table, Cafe, Silver Textured Grain/Tulip Chrome Ba	\$ 198.00	\$ 297.00
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	\$ 223.00	\$ 335.00	305283	Table, Cafe, White Laminate/Black Base, 36" Round	\$ 143.00	\$ 215.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 288.50	\$ 432.00	305301	Table, Cafe, White Laminate/Tulip Chrome Base, 36	\$ 194.00	\$ 291.00
305269	Chair, Tangiers, 34"L 37"D 36"H	\$ 311.00	\$ 466.55	Tables - Bar			
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	\$ 105.00	\$ 158.00	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 220.00	\$ 329.75
Seating - Ottomans				305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 287.00	\$ 430.50
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	\$ 298.00	\$ 447.00	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 220.00	\$ 329.75
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	\$ 298.00	\$ 447.00	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 270.75	\$ 405.75
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 102.00	\$ 152.75	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 287.00	\$ 430.50
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 102.25	\$ 153.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 338.25	\$ 507.75
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 387.50	\$ 581.50	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 220.00	\$ 329.75
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 387.50	\$ 581.50	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 270.75	\$ 405.75
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	\$ 349.00	\$ 524.00	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 287.00	\$ 430.50
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 232.25	\$ 348.25	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 338.25	\$ 507.75
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	\$ 90.00	\$ 135.00	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 287.00	\$ 430.50
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	\$ 90.00	\$ 135.00	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 287.00	\$ 430.50
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 125.25	\$ 187.75	305286	Table, Bar, Silver Textured Grain/Black Base, 30" R	\$ 172.00	\$ 258.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 125.25	\$ 187.75	305302	Table, Bar, Silver Textured Grain/Tulip Chrome Bas	\$ 211.00	\$ 317.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 125.25	\$ 187.75	305287	Table, Bar, White Laminate/Black Base, 36" Round	\$ 162.00	\$ 243.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 125.25	\$ 187.75	305303	Table, Bar, White Laminate/Tulip Chrome Base, 30"	\$ 204.00	\$ 306.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 125.25	\$ 187.75				
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 125.25	\$ 187.75				

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IGC Chicago
 Navy Pier
 August 18 - 20, 2015

Discount Deadline Date:
 July 28, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Tables - Cocktail				Tables - Conference			
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 224.25	\$ 336.50	305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"	\$ 289.00	\$ 434.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 231.00	\$ 346.50	305281	Table, Conf., White Laminate, 42" Round 29"H	\$ 233.00	\$ 350.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 302.00	\$ 453.50	305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	\$ 586.50	\$ 880.75
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	\$ 249.25	\$ 374.50	Tables - Martini Bar			
305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 265.75	\$ 398.75	305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 3,847.75	\$ 5,771.75
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 348.50	\$ 523.00	305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,109.25	\$ 1,664.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 321.25	\$ 482.50	Product Display			
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 321.25	\$ 482.50	305002	Bookcase, Graphite, 36"L 13"D 71"H	\$ 337.25	\$ 506.00
Tables - End Tables				305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 337.25	\$ 506.00
305273	Table, Aura, White Metal, 15" Round 22"H	\$ 116.00	\$ 174.00	305053	Etagere, Black, 30"L 16"D 70"H	\$ 297.25	\$ 445.00
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	\$ 110.00	\$ 165.00	305052	Etagere, Pewter, 30"L 16"D 70"H	\$ 297.25	\$ 445.00
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 201.00	\$ 301.50	305215	Pedestal, Black Plastic, 24"L 24"D 36"H	\$ 409.50	\$ 614.25
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 208.75	\$ 312.50	305216	Pedestal, Black Plastic, 24"L 24"D 42"H	\$ 483.75	\$ 725.75
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 260.50	\$ 391.00	305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 438.50	\$ 657.75
305211	Table, End, Oliver, 22" Round 22"H	\$ 218.50	\$ 327.75	305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	\$ 381.00	\$ 572.00
305046	Table, End, Silverado, 24" Round 22"H	\$ 249.75	\$ 374.75	305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	\$ 455.00	\$ 683.00
305045	Table, End, Soho, 26"L 26"D 27"H	\$ 302.00	\$ 453.50	305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	\$ 381.00	\$ 572.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 241.75	\$ 362.75	305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	\$ 455.00	\$ 683.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 241.75	\$ 362.75	Office and Utility Furniture			
305276	Table, Mosaic, Set of 3	\$ 215.00	\$ 323.00	305040	Credenza, Graphite, 72"L 24"D 29"H	\$ 472.00	\$ 708.50
305275	Table, Timber, Wood, 16" Round 17"H	\$ 135.00	\$ 203.00	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 552.00	\$ 828.50
Tables - Conference				305057	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 464.75	\$ 697.00
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 254.25	\$ 381.25	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 512.00	\$ 767.50
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 410.25	\$ 616.00	305294	Desk, Writing/Work Table, White Laminate/White, 48	\$ 272.00	\$ 408.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 269.75	\$ 404.25	305059	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 398.75	\$ 598.50
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 410.25	\$ 616.00	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 428.25	\$ 643.00
305027	Table, Conf., Graphite, 42" Round 29"H	\$ 338.25	\$ 507.75	Lamps			
305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 456.25	\$ 684.25	305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	\$ 297.25	\$ 445.50
305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 561.75	\$ 842.50	305205	Lamp, Table, Mason, Silver, 16" Round 26"H	\$ 220.75	\$ 331.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	\$ 456.25	\$ 684.25				
305172	Table, Conf., Gray, 96"L 36"D 29"H	\$ 561.75	\$ 842.50				
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 639.25	\$ 959.50				
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 369.25	\$ 554.00				
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 438.25	\$ 657.75				
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 535.75	\$ 804.25				
305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 308.00	\$ 461.75				

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ITEM#	DESCRIPTION	PRICE	X	QTY	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	9% TAX	=	GRAND TOTAL

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.
Cancellation Policy: Items cancelled will be charged 100% of original price after move-in begins.

Payment Enclosed

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

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IGC Chicago
Navy Pier
August 18 - 20, 2015

Discount Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404200	GEM #3 10' x 10' Package <i>Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.</i>	\$ 3,730.70	\$ 5,597.75	404104	Bar Package <i>Includes: (2) White Oslo Barstools, (1) Martini Bar.</i>	\$ 1,658.25	\$ 2,488.50
404201	GEM #4 10' x 20' Package <i>Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.</i>	\$ 8,565.70	\$ 12,849.75	404101	Barcelona Club Package <i>Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.</i>	\$ 1,741.00	\$ 2,611.50
404001	Chair Package A <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.</i>	\$ 374.20	\$ 561.75	404103	Deluxe Chair Package <i>Includes: (2) New York Chairs, (1) Cafe Table 36"x29".</i>	\$ 717.25	\$ 1,075.50
404023	Display Case Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) 6' Half View Display Case.</i>	\$ 1,013.75	\$ 1,521.50	404105	Premium Pedestal Package <i>Includes: (2) Black Banana Barstools, (1) Locking Pedestal.</i>	\$ 739.50	\$ 1,107.75
404024	Display Case Package B <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) 6' Half View Display Case.</i>	\$ 964.75	\$ 1,447.00	404106	Premium Stool Package <i>Includes: (2) White Banana Barstools, (1) Bar Table 30"x42".</i>	\$ 588.00	\$ 880.50
404011	Stool Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.</i>	\$ 423.20	\$ 636.25	404108	South Beach Club Collection <i>Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).</i>	\$ 1,724.25	\$ 2,586.75
404002	Chair Package B <i>Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.</i>	\$ 313.45	\$ 470.00	<p>Prices include delivery, installation, rental, and removal. Cancellation Policy: Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.</p>			
404012	Stool Package B <i>Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"x42", (1) Wastebasket.</i>	\$ 390.45	\$ 586.75				

Please Indicate Choice
13 oz. Standard Carpet Colors (404200, 404201 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Black (41) ☐ Blue (42) ☐ Blue Jay (56)
☐ Burgundy (43) ☐ Emerald Green (44) ☐ Gray (40)
☐ Pepper (52) ☐ Red (49)

Table Skirt Color (404002, 404012 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Beige (54) ☐ Black (41) ☐ Blue (42)
☐ Burgundy (43) ☐ Forest Green (45) ☐ Gold (46)
☐ Gray (40) ☐ Mauve (47) ☐ Purple (48)
☐ Red (49) ☐ Teal (55) ☐ White (50)

Panel Type and Color (404200, 404201 ONLY).

Gray Fabric Panel will be provided if no color is indicated below:

- ☐ Coated: Black (C41) ☐ Coated: Oxford White (C50)
☐ Coated: Prism Blue (C42) ☐ Coated: Silver Gray (C79)
☐ Fabric: Black (F41) ☐ Fabric: Blue (F42)
☐ Fabric: Gray (F40)

Trim Metal Color (404200, 404201 ONLY).

Silver will be provided if no color is indicated below:

- ☐ Black (41) ☐ Silver (79)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9%		C x 9 % = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
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AUTHORIZED NAME - PLEASE PRINT				DATE

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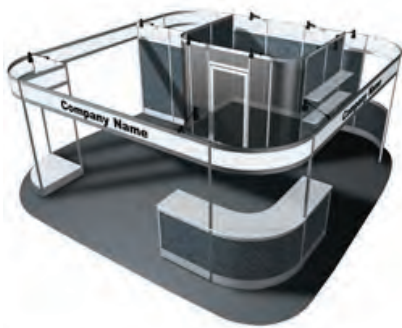
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With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at www.ges.com/chat.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed sign
- one 57-13/16" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

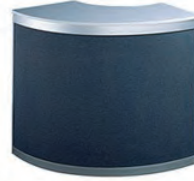
Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



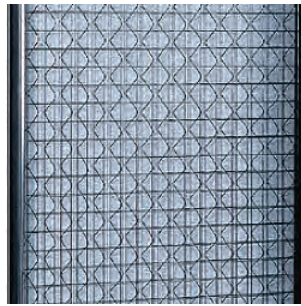
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

Trim Color



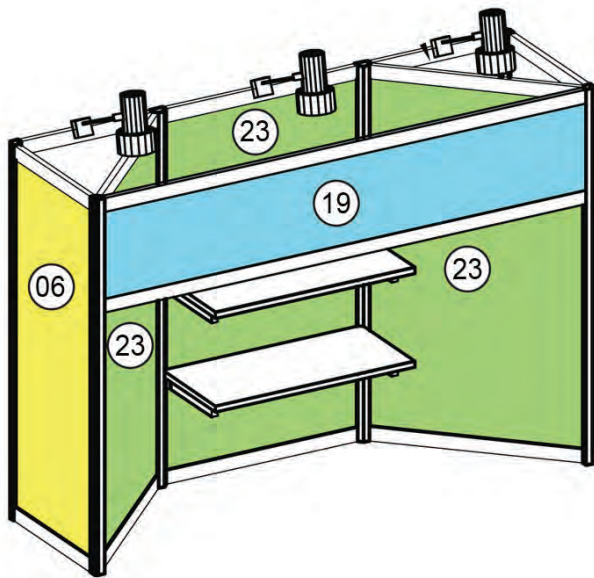
Black (41)



Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #1, 6' Tabletop (600001)



23 608323 26 9/16" wide x 45" tall

Discount Price - \$152.75 /Regular Price - \$229.25

Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall

Discount Price - \$63.00 /Regular Price - \$94.75

Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall

Discount Price - \$101.00 /Regular Price - \$151.75

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

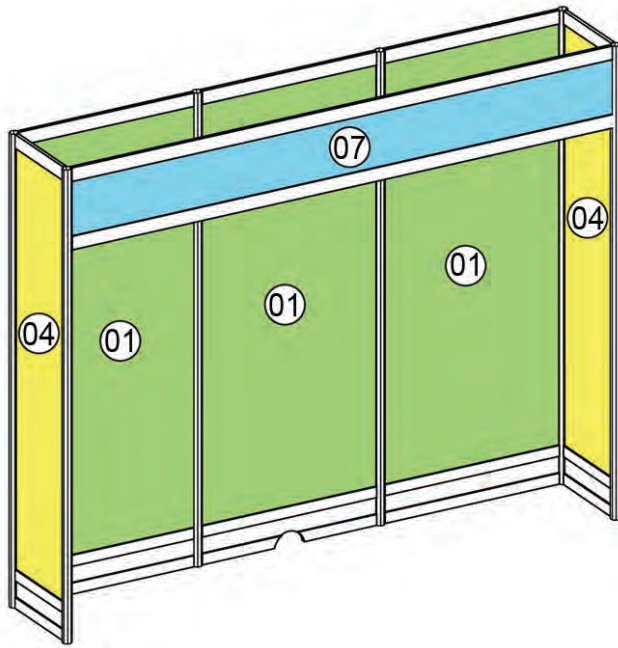
Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



Exhibit #2, 10 x 10 (600002)



01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$420.25 /Regular Price - \$630.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$210.00 /Regular Price - \$315.25

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$179.25 /Regular Price - \$269.25

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

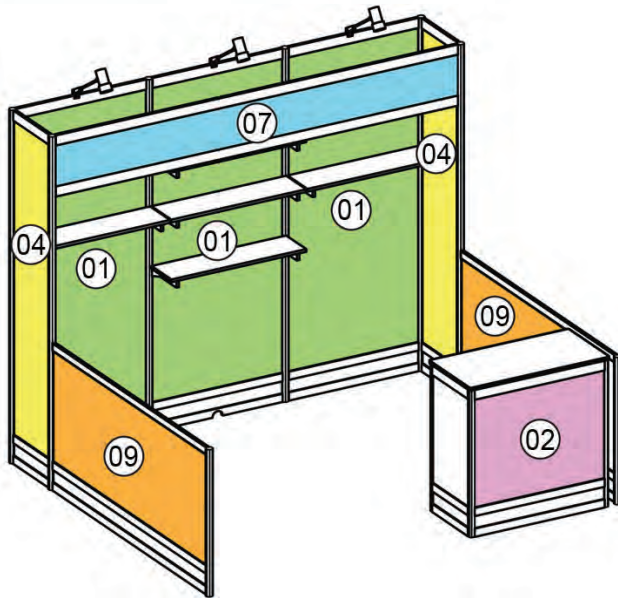
Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



Exhibit #3, 10 x 10 (600003)



01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$420.25 /Regular Price - \$630.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$210.00 /Regular Price - \$315.25

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$179.25 /Regular Price - \$269.25

Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$147.50 /Regular Price - \$221.75

Produced on 3/16" Thick White Foamcore

09 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$298.25 /Regular Price - \$447.75

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

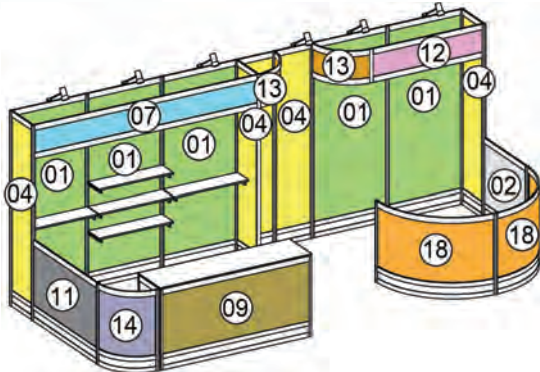
Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>



Exhibit #4, 10 x 20 (600004)



12 608312 57 7/8" wide x 12" tall

Discount Price - \$92.00 /Regular Price - \$138.00

Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall

Discount Price - \$45.75 /Regular Price - \$69.00

Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall

Discount Price - \$235.50 /Regular Price - \$353.25

Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$298.25 /Regular Price - \$447.75

Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall

Discount Price - \$114.50 /Regular Price - \$171.75

Produced on 1/8" Thick White Foamacell

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>

01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$420.25 /Regular Price - \$630.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$210.00 /Regular Price - \$315.25

Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall

Discount Price - \$88.50 /Regular Price - \$132.50

Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$147.50 /Regular Price - \$221.75

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

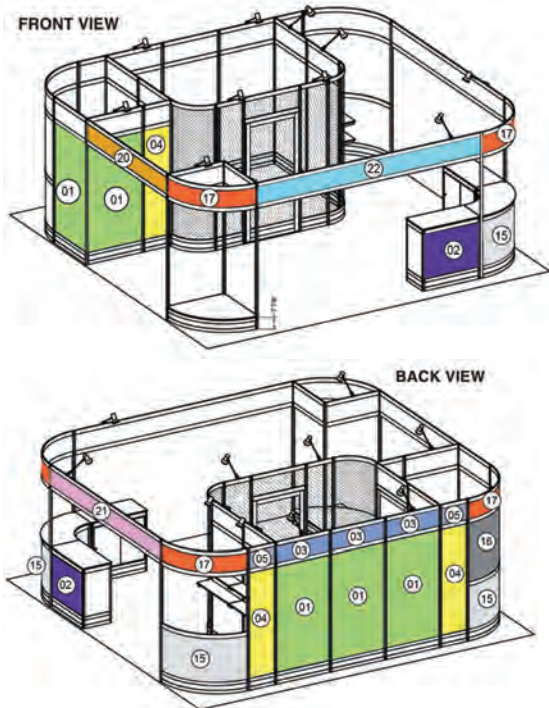
Discount Price - \$179.25 /Regular Price - \$269.25

Produced on 3/16" Thick White Foamcore



Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #5, 20 x 20 (600005)



21 608321 136 9/16" wide x 12" tall
Discount Price - \$138.00 /Regular Price - \$206.75
Produced on 3/16" Thick White Foamcore

20 608320 97 3/16" wide x 12" tall
Discount Price - \$148.50 /Regular Price - \$222.75
Produced on 1/8" Thick White Foamcore

17 608317 60 11/16" wide x 12" tall
Discount Price - \$171.75 /Regular Price - \$257.75
Produced on 1/8" Thick White Foamacell

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$147.50 /Regular Price - \$221.75
Produced on 3/16" Thick White Foamcore

03 608303 38 1/8" wide x 12" tall
Discount Price - \$59.00 /Regular Price - \$88.25
Produced on 3/16" Thick White Foamcore

05 608305 18 7/16" wide x 12" tall
Discount Price - \$45.75 /Regular Price - \$69.00
Produced on 3/16" Thick White Foamcore

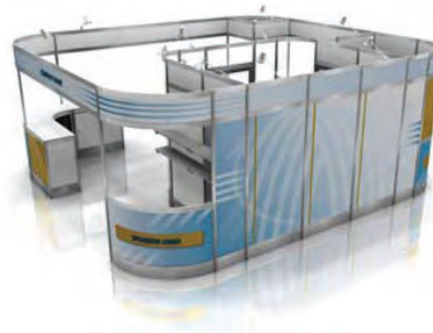
01 608301 38 1/8" wide x 72 3/8" tall
Discount Price - \$420.25 /Regular Price - \$630.00
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 72 3/8" tall
Discount Price - \$210.00 /Regular Price - \$315.25
Produced on 3/16" Thick White Foamcore

16 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$281.25 /Regular Price - \$422.25
Produced on 1/8" Thick White Foamcell

15 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$235.50 /Regular Price - \$353.25
Produced on 1/8" Thick White Foamcell

22 608322 156 1/4" wide x 12" tall
Discount Price - \$238.75 /Regular Price - \$358.75
Produced on 3/16" Thick White Foamcore



All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://file.ges.com/>

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago
Navy Pier
August 18 - 20, 2015

Discount Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits				Accessories			
600005	Exhibit System GEM #5, 20'x20' Island	\$ 10,480.50	\$ 15,721.00	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 64.75	\$ 97.00
10x20 Exhibits				Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 8,346.50	\$ 12,520.00				
10x10 Exhibits							
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,699.75	\$ 2,549.75				
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 3,206.50	\$ 4,809.50				
6ft Table Display							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,603.00	\$ 2,404.50				
Accessories							
600410	Exhibit, Ad Board, 1M x 8'	\$ 554.50	\$ 831.75				
600110	Exhibit, Armlight Black	\$ 82.50	\$ 123.50				
600103	Exhibit, Counter, 1M Curved	\$ 764.00	\$ 1,146.75				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 386.75	\$ 580.75				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 530.50	\$ 795.50				
600221	Exhibit, Light Box, Large 37"x85"	\$ 704.25	\$ 1,056.25				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 556.00	\$ 833.75				
600223	Exhibit, Light Box, Small 37"x28"	\$ 343.50	\$ 514.75				
661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 484.75	\$ 727.50				
600291	Exhibit, Panel, Wirewall, 1M	\$ 474.00	\$ 711.00				

Please Indicate Choices
Place Order Here
13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:




- ☐ Black (41)  ☐ Blue (42) ☐ Blue Jay (56) 
☐ Burgundy (43) ☐ Emerald Green (44) ☐ Gray (40)
☐ Pepper (52)  ☐ Red (49)

Table Skirt Color (600001 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Beige (54) ☐ Black (41) ☐ Blue (42)
☐ Burgundy (43) ☐ Forest Green (45) ☐ Gold (46)
☐ Gray (40) ☐ Mauve (47) ☐ Purple (48)
☐ Red (49) ☐ Teal (55) ☐ White (50)

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Gray Fabric Panel will be provided if no color is indicated below:

- ☐ Coated: Black (C41) ☐ Coated: Oxford White (C50)
☐ Coated: Prism Blue (C42) ☐ Coated: Silver Gray (C79)
☐ Fabric: Black (F41) ☐ Fabric: Blue (F42)
☐ Fabric: Gray (F40)


Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- ☐ Black (41) ☐ Silver (79)

Electrical or Utilities Under Carpet?

- ☐ Yes ☐ No

 The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email gesed@ges.com

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 9%		C x 9% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT				DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecommerce/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY
Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat


Order Directly Online:

<https://e.ges.com/071600251/esm>

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IGC Chicago

Navy Pier

August 18 - 20, 2015

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and require additional hourly charges. Artwork should be created at actual size, however for larger files, such as banner artwork, files can be scaled down to accommodate the limits of the software. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files as defined herein.



AI / EPS
(vector)



GIF
(raster)

Vectors
Editable Text

Vectors
Outlined Text

Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. See visual.

Artwork produced in vinyl, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not suitable because the vinyl plotter cannot interpret raster images. See visual.



Low resolution
(72 dpi)



High resolution
(300 dpi)



Bitmap/Raster Artwork

TIF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Color Set Up

If your artwork uses Pantone colors, please supply a Pantone color reference. Some colors are more likely to be achieved than others, but due to printer limitations Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print-outs can be used as a reference for color matching.

Fonts

Outline all fonts before sending the files. If you are using a program where this is not an option, include all fonts with your files. Open Type Fonts (OTF) are preferred.

GES TRANSFER SITE

Please use our GES ftp transfer utility site to send file/s directly to your contact, no login required. Just enter the following information:

- Your email address in the "Your Email Address:" field
- Your contact's email address (gesgraphics@ges.com) in the "Recipient Email Address:" field
- Your company name/event name, event location and any other specifics associated with your graphic file under "Comments:"

Click next, browse to find your file/s and lastly, click the upload button to send.

The FTP transfer site is located at <https://file.ges.com/>

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/esm>

IGC Chicago

Navy Pier

August 18 - 20, 2015

Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember!

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

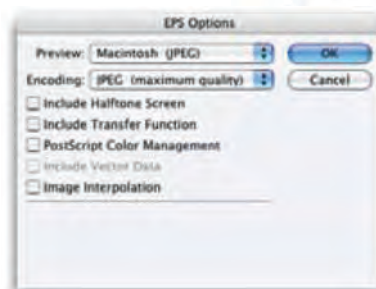
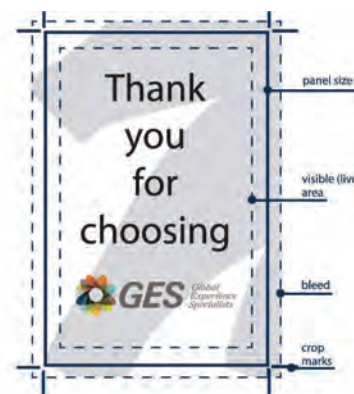


figure a.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/esm>

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago
Navy Pier
August 18 - 20, 2015

Discount Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/071600251/signs>

Price List

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	240.25	360.75		\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	185.75	278.75		\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	196.75	294.75		\$
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	355.00	532.75		\$
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	218.50	327.75		\$
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	464.50	696.75		\$
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	327.75	491.75		\$
601099	Printed Cardboard Base for Freestanding Boards	21.35	32.25		\$

Please Indicate Choice

I have NOT sent my print ready file(s) to GES

Please let us know when you expect to submit your artwork:

- ☐ I need assistance submitting my file(s), please contact me
- ☐ I will be submitting my file by (date) _____
- ☐ I need GES to set my copy
- Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES

Check the submission type used below:

- ☐ I sent them to the gesgraphics@ges.com mailbox
- ☐ I sent a disc via USPS, FedEx, UPS or other
- ☐ I sent them directly to a GES employee (insert name below) _____

A.	Total All items Ordered	\$
B.	Petroleum Surcharge Assessment: 3% $A \times 3\% = B$	\$
C.	Subtotal $A + B = C$	\$
D.	Sales Tax: 10.25% $C \times 10.25\% = D$	\$
E.	Payment Enclosed $C + D = E$	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Graphics and Signage Information

If Custom ID is not required, please indicate ID copy. Print or type.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/Signs/esm>

38" Ad Board



600527 Freestanding 38"W x 84"H Vertical Ad Board w/
Cardboard Base, Single Sided (includes cardboard
base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



600526 Freestanding 24"W x 84"H Vertical Ad Board w/
Cardboard Base, Single Sided (includes cardboard
base, graphic & delivery)

600528 Freestanding 24"W x 84"H Vertical Ad Board w/
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double
Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/
Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago
Navy Pier
August 18 - 20, 2015

Discount Deadline Date:
July 28, 2015

Go to below link to view images and information:
<http://ges.com/ecom/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM IF YOU REQUIRE DISPLAY LABOR.

(Please refer to the Exhibitor Rights listed on form G-6 if you have any questions regarding when union labor is required.)

Important Information & Rates

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 113.50	\$ 142.25	\$ 170.50
Install & Dismantle, OT Code: 705000	\$ 170.50	\$ 213.00	\$ 255.75
Install & Dismantle, DT Code: 705000	\$ 226.75	\$ 283.50	\$ 340.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Break of Show – On Thursday, August 20, 2015, Straight Time labor rates will apply until 8:30 PM. Overtime labor rates will apply from 8:30 PM to 12:00 AM.

Overtime: Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM.

Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

*Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
- ☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	GRAND TOTAL
	AM PM	AM PM											\$
	AM PM	AM PM											\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: X _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____							A.	Total Labor Ordered	\$				
							B.	25% (\$50.00 min) GES Supervision	\$				
							C.	Payment Enclosed	\$				

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat


Order Directly Online:

<https://e.ges.com/071600251/labor/esm>

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**MANDATORY
FORM***

IGC Chicago

Navy Pier

August 18 - 20, 2015

Discount Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Number of Crates _____ Shipped By _____ Date _____

Number of Fiber Cases _____ Color _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

Did You Order ---

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No With the Exhibit <input type="checkbox"/> _____ _____ _____
--	--	---

Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear- down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
--	---

Outbound Freight Information

Outbound Freight Charges _____

☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)

☐ Bill To _____

☐ GES Storage _____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Consigned To _____

Address _____

City/State/Zip/Postal Code/Country _____

Second Consignee _____

Address _____

City/State/Zip/Postal Code/Country _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____

Telephone _____ Cell Phone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization ☐ Yes ☐ No

***This Form must be returned to GES for your orders to be processed.**

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/esm>

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RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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IGC Chicago

Navy Pier

August 18 - 20, 2015

Discount Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	Booth Number
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.

(Please refer to the Exhibitor Rights listed on form G-6 if you have any questions regarding when union labor is required.)

- When ordering a forklift, a 2 worker crew will be assigned consisting of a forklift operator and a foreman.
- For safety reasons, at GES discretion, a third worker may be assigned to the crew.
- Genie Lifts, Hand Crank lifts, and Scissor Lifts ordered for booth work will only require a foreman.

Important Information & Rates

All labor and equipment requests should be confirmed by 2:00 PM the day prior at labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift with Crew Per Hour	Discount*	Regular*	Show Site*
Forklift, 5,000 lbs and 2 person Forklift Crew, ST Codes: 705111 706200	\$ 338.25	\$ 400.75	\$ 463.75
Forklift, 5,000 lbs and 2 person Forklift Crew, OT Codes: 705111 706200	\$ 463.50	\$ 557.50	\$ 651.50
Forklift, 5,000 lbs and 2 person Forklift Crew, DT Codes: 705111 706200	\$ 589.25	\$ 714.75	\$ 840.00

*9% Rental Tax for equipment, Crew 705111 and Forklift 706200 are included in displayed rates

Worker Per Hour	Discount	Regular	Show Site
Additional Worker, ST Code: 705034	\$ 123.25	\$ 154.00	\$ 185.00
Additional Worker, OT Code: 705034	\$ 185.00	\$ 231.25	\$ 277.50
Additional Worker, DT Code: 705034	\$ 247.00	\$ 308.75	\$ 370.50
Forklift Foreman, ST Code: 705110	\$ 127.25	\$ 159.00	\$ 191.00
Forklift Foreman, OT Code: 705110	\$ 190.75	\$ 238.50	\$ 286.25
Forklift Foreman, DT Code: 705110	\$ 254.50	\$ 318.25	\$ 381.75

Equipment Only per Hour	Rate
Forklift, 5,000# Code: 706200	\$ 80.50
Forklift, 15,000# Code: 706204	\$ 123.25
Scissor Lift Code: 706301	\$ 252.25

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Break of Show – On Thursday, August 20, 2015, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.
Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.

Double Time: All other times Monday through Saturday. All day Sunday & Holidays. *Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.*
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

*Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

Please Indicate Service
☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation **and** dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating |
| <input type="checkbox"/> Reskidding | | |

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF CREWS	LABOR RATE	=	TOTAL	X	3% PSP	=	GRAND TOTAL
	AM PM	AM PM									\$
	AM PM	AM PM									\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

Payment Enclosed

\$

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/labor/esm>

071600251

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IGC Chicago

Navy Pier

August 18 - 20, 2015

Hanging Signs

GES is responsible for assembly, installation, and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. For safety reasons, signs weighing 500 lbs. or greater will require chain hoist motor. These signs will be hung by the electrical union.
6. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Please complete and return the
Hanging Sign / Assembly Labor Order Form (H-2) by July 28, 2015.

To receive the Discount Price, you must complete and return the Hanging Sign / Truss Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by July 28, 2015. The hanging sign must also arrive at the GES warehouse by August 11, 2015 to receive the Discount Price and to ensure that the sign is hung prior to show opening. **THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.**

By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by August 11, 2015 to receive the Discount Price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

Please call for information on advance shipping for all uncrateable signs.

To expedite the hanging sign, please use the special shipping labels located in this section of this exhibitor service manual.

GES Supervised (OK to Proceed)

- Priority Installation
- Must ship to Advanced Receiving
- Must supply Hanging Sign Instructions
- Payment and Credit Card Charge Authorization

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/labor/esm>

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IGC Chicago

Navy Pier

August 18 - 20, 2015

Discount Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS INCLUDING ELECTRICAL SIGNS.

(Please refer to the Exhibitor Rights listed on form G-6 if you have any questions regarding when union labor is required.)

- A crew will be assigned consisting of a lift with two workers.
- For safety reasons, at GES discretion, a third worker may be assigned to the crew.

Important Information & Rates

All labor and equipment requests should be confirmed by 2:00 PM the day prior to labor dispatch. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of the work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. Equipment and labor cancelled without a 24 hour notice, or not used at the time confirmed, will be charged a 1/2 hour cancellation fee per worker and equipment ordered.

Equipment and labor are charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Highlift with Crew Per Hour	Discount	Regular	Show Site
High Lift and 2 person Crew, ST Codes:705112 706300	\$ 571.99	\$ 628.99	\$ 685.49
High Lift and 2 person Crew, OT Codes:705112 706300	\$ 685.99	\$ 771.49	\$ 856.49
High Lift and 2 person Crew, DT Codes:705112 706300	\$ 797.49	\$ 910.49	\$ 993.99

***9% Rental Tax for equipment, Crew 705112 and Highlift 706300 are included in displayed rates**

Worker Per Hour	Discount	Regular	Show Site
Additional Worker, ST 705020_ST	\$ 113.50	\$ 142.00	\$ 170.25
Additional Worker, OT 705020_OT	\$ 170.50	\$ 213.25	\$ 255.75
Additional Worker, DT 705020_DT	\$ 226.25	\$ 282.75	\$ 339.50
Equipment Only per Hour	Rate		
High Lift Code: 706300	\$ 316.50		

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Break of Show – On Thursday, August 20, 2015, Straight Time labor rates will apply until 10:00 PM. Overtime labor rates will apply from 10:00 PM to 12:00 AM.

Overtime: Monday through Friday from 4:30 PM to 12:00 AM. Saturday from 8:00 AM to 4:30 PM.

Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

*Steward and/or Foremen will be billed additionally when work takes place outside of normal working hours.

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Type of Sign (Select one sign type per order)
☐ Banner ☐ Structural Signage ☐ Systems

Shape of Sign (Select one sign type per order)
☐ Square ☐ Rectangle ☐ Triangle

☐ Circle ☐ Other _____

Dimensions & Weight of Sign

Width _____ Length _____ Height _____ Weight _____ lbs

_____ Structural Pick Points: # of Pounds _____ at each point

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations) _____ Feet

Is Your Sign Electrical? If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign"

☐ Yes ☐ No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign Information.

☐ Yes ☐ No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantling of any sign without approved drawings.

LOCATION OF SIGN: Use the Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF CREWS	LABOR RATE	TOTAL	3% PSP	GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						A.	Total Labor Ordered	\$
Authorized Signature - Please Sign:						B.	25% (\$50.00 min) GES Supervision	\$
X						C.	Payment Enclosed	\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/labor/esm>

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a

H

RUSH!

HANGING SIGN

FROM:

FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

FULL EXHIBITING COMPANY NAME AT SHOW

IGC Chicago

IGC Chicago

NAME OF EXHIBITION

NAME OF EXHIBITION

0710600251

0710600251

Booth Number

Booth Number

C/O GES

C/O GES

4108 W. 52nd Place
Chicago, IL 60632
USA

4108 W. 52nd Place
Chicago, IL 60632
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, July 13, 2015 - Tuesday, Aug 11, 2015

Monday, July 13, 2015 - Tuesday, Aug 11, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier
Number

of pieces



Carrier
Number

of

pieces



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IGC Chicago

Navy Pier

August 18 - 20, 2015

Discount Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.50	\$ 0.78
500600	Duration of Show (per sq. ft. per day)	\$ 0.38	\$ 0.60
500602	Per Day (per sq. ft. per day)	\$ 0.48	\$ 0.75
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 0.63	\$ 0.93
Mopping and Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 0.32	\$ 0.46
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	\$ 97.75	\$ 147.00
501010	Porter Service, 501-1500 sq.ft., Per Day	\$ 297.50	\$ 445.75
501010	Porter Service, 1501-3000 sq.ft., Per Day	\$ 357.50	\$ 536.75
501010	Porter Service, 3001 sq.ft. & Up, Per Day	\$ 419.25	\$ 629.00

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 44.25	\$ 55.00	\$ 66.50
Porter Service, OT Code: 705010	\$ 55.25	\$ 69.25	\$ 83.50

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site.

Please Indicate Service
Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

☐ Yes ☐ No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicer®**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	TOTAL PRICE
500600	Vacuuming Duration			3	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL PRICE
Porter Service Labor							\$
A.	Total All Items Ordered						\$
B.	Petroleum Surcharge Assessment: 3%					A x 3% = B	\$
C.	Payment Enclosed					A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

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Order Directly Online:

<https://e.ges.com/071600251/cleaning/esm>

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IGC Chicago

Navy Pier

August 18 - 20, 2015

- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- ☐ Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Electrical Layout (Form E-4) for this purpose or provide your own floor plan.
- ☐ Overhead power drops will require additional labor and equipment rental fees.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- ☐ Exhibitor's equipment will be modified to conform to GES' electrical cords and caps and will be billed on a time and material basis. Exhibitors may pre-wire their equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
 - 15 amp 120 volt: Standard U-ground cord cap
 - 30 amp 208 volt 1Ø or 3Ø: Leviton 2811 or Hubbell 2811
 - 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
- ☐ Avoid code violations. Check the electrical code requirements on this information sheet.
- ☐ To secure the discount rate, the following must be received by the discount deadline date:
 - Complete form of payment including credit card authorization (3rd party see G-3 form)
 - E-2 Electrical Rental Order Form
 - E-3 Electrical Labor Order Form with dates and times
 - E-4 Electrical Layout Form or customer supplied scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points)
- ☐ Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

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IGC Chicago

Navy Pier

August 18 - 20, 2015

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

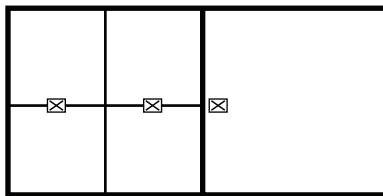
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.

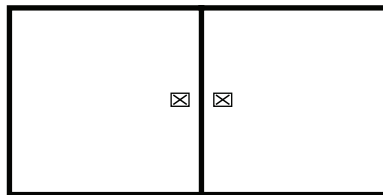
If you have any questions, please call us at 800.475.2098

Where will my outlet be located?

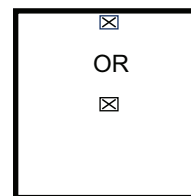
There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



In-Line Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

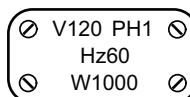
Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Island or Pavilion Booths:

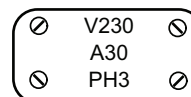
You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Need Assistance?

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Order Directly Online:

<https://e.ges.com/071600251/esm>

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IGC Chicago

Navy Pier

August 18 - 20, 2015

Discount Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List	Important Information
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ITEM#	NON 24 HR. QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	24 HR. QTY	24 HR. DIS. RATE	24 HR. REG. RATE	TOTAL
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120 Volt Single Phase

Price includes labor for service.*

700001		5 Amp/500 Watts, 1/4 HP 120V	\$ 103.50	\$ 155.50		\$ 207.00	\$ 311.00	\$
700003		15 Amp/1500 Watts, 1/4 HP 120V	\$ 240.75	\$ 361.50		\$ 481.50	\$ 723.00	\$
700004		20 Amp/2000 Watts, 1/4 HP 120V	\$ 242.00	\$ 363.00		\$ 484.00	\$ 726.00	\$

208 Volt Single Phase

Price does not include labor and/or equipment.

700015		30 Amp, 2 HP 208V / 1Phase	\$480.50	\$721.00		\$961.00	\$1,442.00	\$
700016		60 Amp, 5 HP 208V / 1Phase	\$526.75	\$790.00		\$1,053.50	\$1,580.00	\$

208 Volt Three Phase

Price does not include labor and/or equipment.

700025		30 Amp, 5 HP 208V / 3Phase	\$630.00	\$945.50		\$1,260.00	\$1,891.00	\$
700026		60 Amp, 10 HP 208V / 3Phase	\$676.50	\$1,014.50		\$1,353.00	\$2,029.00	\$
700027		100 Amp, 20 HP 208V / 3Phase	\$1,112.25	\$1,668.00		\$2,224.50	\$3,336.00	\$
700028		200 Amp, 50 HP 208V / 3Phase	\$2,222.75	\$3,334.25		\$4,445.50	\$6,668.50	\$
700029		400 Amp, 208V / 3Phase	\$4,232.00	\$6,348.00		\$8,464.00	\$12,696.00	\$

480 Volt Three Phase

Price does not include labor and/or equipment.

700045		30 Amp, 10 HP 480V / 3Phase	\$727.25	\$1,090.50		Quote	\$	
700046		60 Amp, 20 HP 480V / 3Phase	\$986.00	\$1,478.75		Quote	\$	
700047		100 Amp, 50 HP 480V / 3Phase	\$1,142.25	\$1,713.75		Quote	\$	

ITEM#	QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	TOTAL
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Light Fixtures (power and labor not included)

700350		Floodlight, 120 Watt (In-line Booths Only)	\$ 104.50	\$157.00	\$
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**I agree in placing this order that I have accepted
GES payment Policy and GES Terms & Conditions
of Contract.**

Authorized Signature - Please Sign: X

EXHIBITOR'S ELECTRICAL CONTACT NAME & PHONE NUMBER	AUTHORIZED NAME - PLEASE PRINT	DATE
--	--------------------------------	------

120 VOLT, FLOOR SERVICES

- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths - Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

208/480 VOLT, FLOOR SERVICES

- Price does not include labor and/or materials (e.g. extension cords, power strips and cord caps) for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.

ALL SERVICES & LIGHT FIXTURES

- To receive the discount rate on outlets and labor, the E-4: Electrical Booth Layout form or a scaled plan in CAD or PDF format must include service locations for power, orientation, outlets, fixtures, and all 1000 watt overhead Parcan focus points and must be submitted with your order form.
- An Electrical Booth Layout form is required for all island booths. Electrical Booth Layout forms are required for in-line and peninsula booths where distribution of power will be required.
- All Electrical Booth Layout forms (CAD files or PDF) must be submitted to GESElectricalChicago@ges.com. They can also be faxed to 630.339.7310. Please include your booth number, show name and email address.
- Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- Dedicated and 24 hour power rates are listed on each line item. Please indicate the 24 hour quantity and use the appropriate rate when placing your order.
- Power will be turned on 30 minutes prior to show open daily and will be turned off approximately 30 minutes after show closes daily. Power will be turned off immediately after final show closing. If you require power outside the actual show hours, arrangements should be made in advance. Please contact GESElectricalChicago@ges.com to make arrangements. Additional charges may apply.
- For distribution of power within your booth, prices DO NOT include materials (e.g. extension cords, power strips and cord caps).
- If carpet is installed prior to electrical installation, additional labor charges may apply.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%)

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation

Please Indicate Service
FLOOR WORK - DISTRIBUTION**
☐ **GES SUPERVISED (OK TO PROCEED)**

GES will supervise labor (There is no charge for this supervision)

This option is highly recommended so that work can be completed prior to your arrival onsite.

**If left unchecked and a booth layout is available, GES will proceed with the floor work

Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%)

☐ **EXHIBITOR SUPERVISED (DO NOT PROCEED)**

Exhibitor will supervise.

- You must schedule date & time as well as # of electricians and estimated hours.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- Labor cannot be scheduled prior to assigned target date.
- On targeted show, representative MUST be onsite the day prior to their target date.

Need Assistance?

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Order Directly Online:

<https://e.ges.com/071600251/electrical/esm>

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IGC Chicago

Navy Pier

August 18 - 20, 2015

Discount Deadline Date:

July 28, 2015

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

Price List
Important Information

ITEM#	NON 24 HR. QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	24 HR. QTY	24 HR. DIS. RATE	24 HR. REG. RATE	TOTAL
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120 Volt Single Phase

Price does not include labor and/or equipment.

704003		15 Amp/1500 Watts, 1/4 HP 120V	\$ 240.75	\$ 361.50		\$ 481.50	\$ 723.00	\$
704004		20 Amp/2000 Watts, 1/4 HP 120V	\$ 242.00	\$ 363.00		\$ 484.00	\$ 726.00	\$
704005		30 Amp, 1HP, 120V	\$ 460.50	\$ 690.50		\$ 921.00	\$ 1,381.00	\$

208 Volt Single Phase

Price does not include labor and/or equipment.

704015		30 Amp, 2 HP 208V / 1 Phase	\$480.50	\$721.00		\$961.00	\$1,442.00	\$
704016		60 Amp, 5 HP 208V / 1 Phase	\$526.75	\$790.00		\$1,053.50	\$1,580.00	\$
704017		100 Amp, 10 HP 208V / 1 Phase	\$1,053.50	\$1,580.25		\$2,107.00	\$3,160.50	\$
704018		200 Amp, 208V / 1 Phase	\$2,108.25	\$3,162.25		\$4,216.50	\$6,324.50	\$

208 Volt Three Phase

Price does not include labor and/or equipment.

704025		30 Amp, 5 HP 208V / 3 Phase	\$630.00	\$945.50		\$1,260.00	\$1,891.00	\$
704026		60 Amp, 10 HP 208V / 3 Phase	\$676.50	\$1,014.50		\$1,353.00	\$2,029.00	\$
704027		100 Amp, 20 HP 208V / 3 Phase	\$1,112.25	\$1,668.25		\$2,224.50	\$3,336.50	\$
704028		200 Amp, 50 HP 208V / 3 Phase	\$2,223.25	\$3,335.25		\$4,446.50	\$6,670.50	\$
704029		400 Amp, 208V / 3 Phase	\$4,232.00	\$6,348.00		\$8,464.00	\$12,696.00	\$

480 Volt Three Phase

Price does not include labor and/or equipment.

704045		30 Amp, 10 HP 480V / 3 Phase	\$727.25	\$1,090.75		Quote	\$	
704046		60 Amp, 20 HP 480V / 3 Phase	\$986.00	\$1,478.75		Quote	\$	
704047		100 Amp, 50 HP 480V / 3 Phase	\$1,142.25	\$1,713.75		Quote	\$	
704048		200 Amp, 100 HP 480V / 3 Phase	\$2,284.75	\$3,427.25		Quote	\$	
704049		400 Amp, 480V / 3 Phase	\$4,635.75	\$6,954.00		Quote	\$	

I agree in placing this order that I have accepted
GES payment Policy and GES Terms & Conditions
of Contract.

A.	Total Items Ordered	\$
B.	PSP: 3% $A \times 3\% = B$	\$
C.	Subtotal $A + B = C$	\$
D.	Tax: 9% $C \times 9\% = D$	\$
E.	Grand Total $C + D = E$	\$

Authorized Signature - Please Sign: X

EXHIBITOR'S ELECTRICAL CONTACT NAME & PHONE NUMBER

AUTHORIZED NAME - PLEASE PRINT

DATE

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Indicate Service
FLOOR WORK - DISTRIBUTION**
☐ **GES SUPERVISED (OK TO PROCEED)**

GES will supervise labor (There is no charge for this supervision)

This option is highly recommended so that work can be completed prior to your arrival onsite.

**If left unchecked and a booth layout is available, GES will proceed with the floor work

Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (50%)

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Exhibitor will supervise.

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RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

IGC Chicago

Navy Pier

August 18 - 20, 2015

Form Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		



Main Drop Location



120 V
____ AMPS



208 V Single Phase
____ AMPS



208 V Three Phase
____ AMPS



480 V Three Phase
____ AMPS

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to GES for your Electrical orders to be processed.**



Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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MANDATORY FORM*

IGC Chicago

Navy Pier

August 18 - 20, 2015

Form Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE
PHONE	FAX	ZIP/POSTAL CODE
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		COUNTRY
SHOWSITE CONTACT NAME AND PHONE NUMBER		PURCHASE ORDER NUMBER

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists, Inc. (GES)
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 702-263-2795 or 702-914-5112
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

- If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.

- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be added to the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Card Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
<div> <div>PROVIDE EXPIRATION DATE</div> <div>EXPIRATION DATE</div> </div>		

<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	*Signature Required Below
---	---------------------------

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

Calculation of Orders

	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
Cleaning	\$
Electrical	\$
Plumbing	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of:	\$
Enclosed is a check in the amount of:	\$

Check Number:	Dated:
---------------	--------

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN	X
AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE	

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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Order Directly Online:

<https://e.ges.com/071600251/esm>

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RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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IGC Chicago
Navy Pier
August 18 - 20, 2015

Form Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip

Phone

Fax

Exhibiting Company Contact Email Address

Please Sign

X

Exhibiting Company Authorized Signature

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.

Exhibiting Company Authorized Name - Please Print

Date

Step 2. Check services below to invoice to the Third Party

☐ **All Services**

If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

- | | | | | | |
|---|---|--|--|--|---|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Electrical Outlets | <input type="checkbox"/> Electrical Labor | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics | <input type="checkbox"/> I & D Labor |
| <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Hanging Sign Labor | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Rental Furniture |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Transportation | | | | |
| <input type="checkbox"/> Other (Please Specify) _____ | | | | | |

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip

Phone

Fax

Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City

State

Zip

Card Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

Please Sign

X

Third Party Cardholder's Signature

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Third Party Cardholder's Name - Please Print

Date

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/esm>

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RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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IGC Chicago
Navy Pier
August 18 - 20, 2015

Form Deadline Date:
July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Return this form when a third party (any party other than Exhibiting Company) ("AGENT") should be billed for services.
Please complete all steps below to avoid processing delays.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name				
Exhibiting Company Address		City	State	Zip Country
Phone	Fax	Exhibiting Company Contact's Email Address		
Card Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 10px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.		
Exhibiting Company Authorized Signature				
Exhibiting Company Authorized Name - Please Print		Date		

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below.

<input type="checkbox"/> Booth Cleaning	<input type="checkbox"/> Electrical Outlets	<input type="checkbox"/> Electrical Labor	<input type="checkbox"/> Exhibit Systems	<input type="checkbox"/> GES Logistics	<input type="checkbox"/> I & D Labor
<input type="checkbox"/> Forklift Labor	<input type="checkbox"/> Hanging Sign Labor	<input type="checkbox"/> Material Handling	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Rental Carpet	<input type="checkbox"/> Rental Furniture
<input type="checkbox"/> Signs	<input type="checkbox"/> Transportation				
<input type="checkbox"/> Other (Please Specify) _____					

Step 3. Provide the Third Party contact information

Third Party Company Name				
Third Party Company Address		City	State	Zip/Postal Code Country
Phone	Fax	Contact's Email Address		

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print				
Billing Address				
City		State	Zip/Postal Code	Country
Card Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express		
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> <div style="margin-left: 10px;">X</div>		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		
Third Party Cardholder's Signature				
Third Party Cardholder's Name - Please Print		Date		

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Need Assistance?

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Order Directly Online:

<https://e.ges.com/071600251/esm>

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**MANDATORY
FORM***

IGC Chicago

Navy Pier

August 18 - 20, 2015

Form Deadline Date:

July 28, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Hanging Signs - Form H-2
- ☐ Display Cases - Form A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Special Colored Drape - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

*This form must be returned to GES for your orders to be processed.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/071600251/esm>

071600251

Additional Service Order Forms



Donate Your Unwanted Merchandise!
Benefiting Habitat for Humanity of Chicago and ReStore Chicago

IGC CHICAGO is pleased to announce its alliance with Habitat for Humanity of Chicago and ReStore Chicago. As an exhibitor, you now have the opportunity to make a tax-deductable donation of your unwanted merchandise at the close of the show. Your donated products will help support Habitat for Humanity's mission to partner with families, sponsors, and communities to build affordable, green, quality, energy-efficient homes and to provide support services that promote successful home purchase and ownership.

We build in the City of Chicago and donations like yours help us to reach dramatic results and make positive differences in the lives of family members and in neighborhoods.

It would be greatly appreciated (if possible) that all donated products be placed on pallets, shrink-wrapped and labeled with the orange Habitat Donation stickers (available in the show organizer's office) at the close of the show on Thursday. If this is not possible, please let us know and our volunteers will gather your donated items and get them ready to transport to Habitat for Humanity ReStore Chicago.

Please note, this year we will limit the number of exhibitors able to donate to 100 on a first-come-first-served basis.

If you have questions, feel free to contact Deanna Davies, ReStore Director at 630-940-8003 or deanna.davies@habitatnfv.org.

Again, thank you, in advance, for your generosity!

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jennifer L. Parks", with a long horizontal line extending to the right.

Jennifer L. Parks
Executive Director
Habitat for Humanity of Chicago

NAVY PIER EXHIBITOR AND UTILITY ORDERING GUIDE

August 18-20, 2015

**IGC CHICAGO
2015**

Utility Deadline Date **AUGUST 4, 2015**



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Navy Pier has built a reputation as one of the country's premier destination for meetings and conventions. We have offered our customers the very best in location, marketing and service amenities. We have dedicated ourselves to continually making the Chicago experience - better.

On behalf of all Navy Pier employees, we look forward to welcoming you to our facilities. Our services include plumbing, telecommunications and internet. From the time you place your order, through the move out of your event, we are here to serve you in a professional, efficient, and customer friendly manner.

PLACING AN ORDER

Following are some of the most important tips that will help contribute to a successful event.

- Provide floor plans with all utility service orders.
- If you are ordering internet services, please call (312) 595-5266 to ensure that the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment.
- Telephone usage is calculated at the close of the event and charged to your credit card at that time.
- Include your company name and booth number on all order forms

TELEPHONE SERVICES

Order Form on page 12

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the Navy Pier Utilities. Reactivating fees apply if service needs to be reestablished.
2. The cost of our telephone service **does not include telephone usage**. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, please be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event.
3. Telecommunications Tax: In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice.
4. **There is a charge of \$0.50 per 800 number dialed.**

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage is billed after the close of the event and billed to your credit card.

Analog Single Line Service: Includes the installation of a touch-tone line and rental of a single line telephone instrument.

Digital Multi-Line Service: Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to eight appearances of the telephone line. Voicemail is included along with fixed features such as hold, conference and transfer.

Voicemail System: Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.

Other Carrier Services: Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

INTERNET SERVICES

Navy Pier offers a wide array of both Wired and Wireless Internet Services that allow one to accomplish their business objectives in a manner they see fit. Internet services include:

- **Tiered Wired Internet Services to meet needs and budgets**
- **Dedicated Ethernet Services up to 40 Mbps**
- **Publicly available Wi-Fi at “per-day” or “per-week” rates**
- **In-booth Wi-Fi that allows for custom SSID and encrypted password**
- **Show Management Wi-Fi buyout**
- **Private Local Area Network construction**
- **Multi-device option for Wired Internet Tiers**
- **Public IP Addressing (Limited Availability)**

Wired Internet Services ^{*Incl. free Wi-Fi code†1}: Wired Internet Services are offered up to 6 Mbps. All connections are shared^{†2} and considered “Plug and Play.” This simply requires the client to connect the provided Ethernet cable to gain Internet access.

The wired tiers are provided at 2, 4, and 6 Mbps. Although the client should use their best judgment in selecting the correct tier, below are some general overviews of each:

Economy Wired Internet (2 Mbps; Only 1 device): The “Economy” wired tier is provided at a rate of 2 Mbps (*with bursts of 2.5 Mbps when possible*). This tier is best for basic web browsing and email. Showcasing any static images or wordage is also possible, but interactive websites and streaming video is **not recommended or supported**.

Basic Wired Internet (4 Mbps; up to 4 devices): The “Basic” wired tier is provided at a rate of 4 Mbps (*with bursts of 4.5 Mbps when possible*). This tier is best for the limited streaming of music and/or video. *Please note that if more than one device will be in use, “Basic wired Internet” is the minimum tier that must be selected.*

Premium Wired Internet (6 Mbps; up to 8 devices): The “Premium” wired tier is provided at a rate of 6 Mbps (*with bursts of 6.5 Mbps when possible*). This tier is best for multiple streams of music and/or video. Online multimedia presentations and interactive showcasing also can be accomplished at this tier.

Dedicated Ethernet Services (up to 40 Mbps): Dedicated Ethernet Services can be provided up to a speed of 40 Mbps. These speeds are best suited for event buyouts. Up to 500 guests can be serviced via “Plug and Play” connections via DHCP addressing. Email for pricing and recommendations. *Please note that this service is limited to show management and is not available to the general public.*

Wireless Internet Services: Wireless Internet Services are offered up to 4 Mbps. All connections are shared^{†2} and considered “Plug and Play.” This simply requires the client to connect the Navy Pier Wi-Fi network or custom SSID to gain Internet access.

Navy Pier Wi-Fi (2 Mbps; 1 device per purchase): The “Navy Pier Wi-Fi” SSID is a shared wireless network that is available in Festival Hall, Grand Ballroom, Lakeview Terrace, meeting rooms, and Family Pavilion (*see attached map and meeting room list*). This wireless network is available in “per-day” or “per-week” allotments at \$14.95 and \$34.95, respectfully. Free access is also offered on the “Navy Pier Wi-Fi” network for 90 minutes **per day**.

In-Booth Wi-Fi (Up to 4 Mbps): The option of In-Booth Wi-Fi allows for the selection of a custom SSID and password^{†3}. The allotted speed of 4 Mbps is enough for most tasks, such as streaming video, music, or other mission-critical presentations. This option is not shared with the general public, rather only those that have the provided password and in close proximity to the installed AP.

Show Management Wi-Fi Buyout (Up to 40 Mbps): The *Show Management Wi-Fi Buyout* is offered starting at a speed of 10 Mbps. Email for pricing and recommendations. *Please note that this service is limited to show management and is not available to the general public.*

Additional Services

Private Local Area Network Construction: Private Local Area Network construction is accomplished by creating a separate network space that just your data runs over. This can be added to any *Wired Internet Service* or without Internet access depending on needs. If Internet access is desired please be aware that wired Internet tiers (*Economy, Basic or Premium*) are not compatible with this option. The *Dedicated Ethernet Service* offering must be selected.

Multi-Device Option: A multi-device option will need to be selected at time of order or fee applies. This on the “Basic or Premium Wired Internet Service” offerings. *Please note that the “Basic wired Internet” can only be expanded to 4 connections and the “Premium wired Internet” can be upgraded to either 4 or 8 additional ports.*

Public IP Addressing (*Limited Availability*): Public IP addresses are available for *Dedicated Ethernet Services* only. Email for availability.

For Internet and network services, please contact Navy Pier Network Services at:

networkservices@navypier.com

Notes

†¹ - Included Wi-Fi code is for 1 week of access to Navy Pier Wi-Fi. Code is redeemable on initial payment screen for the amount of \$34.95.

†² - Shared references that all customers share same network segment. However, one does not have the ability to communicate with another client unless the Private Local Area Network service is elected.

†³ - An SSID and password will be automatically selected if not notated on original order form.

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

- 1. Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet, other services, and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes will be included in your final bill.
- 2. Additional costs.** Navy Pier reserves the right to bill the customer for any additional cost Navy Pier incurs in:
 - a. assisting in trouble diagnosis or problem resolution found not to be the fault of Navy Pier
 - b. collecting information required to complete the installation that customer fails to provide
- 3. Use of Internet Services.**
 - a. Customer agrees that the network attachment to be provided by Navy Pier shall be limited for use by the directors, officers and employees of the customer, its guests, and its agents and consultants while performing service for the customer and cannot be resold or distributed to other companies. The services being provided by Navy Pier will facilitate communications between the customer's authorized users and the entities reachable through the Internet. Users of Navy Pier's services shall use reasonable efforts to promote efficient use of the provided networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
 - b. Customer is solely responsible for the content of any transmissions of and by any customer and any third party utilizing customer's facilities or Navy Pier's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Navy Pier or other associated network.
 - c. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the internet; interfere with or disrupt any of the Navy Pier's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Navy Pier's or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
 - d. Customer agrees not to use the Navy Pier services to transmit any communication where the meaning, the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- 4. Wireless Specific.** The use of any wireless device that interferes with Navy Pier's wireless network is prohibited.
- 5. Performance Disclaimer.** Navy Pier does not warrant that the services provided hereunder will meet customer's requirements or that customer's access to and use of the services will be uninterrupted or free of errors or omissions. Navy Pier cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. Navy Pier shall not be responsible for any delays, errors, failures to perform, or disruptions in the hosting services caused by or resulting from any act, omission or condition beyond Navy Pier's reasonable control. In situations involving performance or non-performance of services furnished under this Agreement, customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.
- 6. No Warranties.** Navy Pier makes no warranty of any kind with respect to services and products provided under this Agreement. Navy Pier disclaims all warranties, express and implied, including the warranties of merchantability and fitness for a particular purpose.
- 7. Limitation on Liability.** Navy Pier will not be liable for any damages customer may suffer arising out of acts of God, use or inability to use Navy Pier's Internet services or related products unless such damages are caused by an intentional and willful act of Navy Pier. Navy Pier will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not Navy Pier or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of Navy Pier exceed an amount equal to the price of products and services purchased by customer during the twelve-month period preceding the event which caused the damages or injury.
- 8. Indemnity.** Customer agrees to indemnify and hold Navy Pier, SMG, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by customer of Internet services and related products provided hereunder.
- 9. Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that Navy Pier reserves the right to terminate this Agreement for convenience.
- 10. Changes.** Navy Pier reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and by visiting: www.navypier.com.
- 11. Internet Security Disclaimer.** Navy Pier does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the customer to provide any necessary security. With the execution of this document, customer agrees to the Terms and Conditions of this Agreement and will hold Navy Pier, SMG, its board, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured internet services.
- 12. Miscellaneous.** This Agreement constitutes the entire Agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

NAVY PIER INTERNET AND TELEPHONE PRICING

Wired Services (Order due: 30 days in advance of show)		
Item	Description	Cost
Economy Wired Service	Up to 2.0 Mbps, 1 device/1 connection, Plug and Play DHCP. Basic web browsing, email, and static image showcasing.	\$600
Basic Wired Service	Up to 4.0 Mbps, 1 device/1 connection, Plug and Play DHCP. *4 port switch available Limited streaming music and/or video, more than one device for basic web browsing and email. **Multi-device option needs selected at time of order or fee applies, see below	\$1200
Premium Wired Service	Up to 6.0 Mbps, 1 device/1 connection, Plug and Play DHCP. Multiple video and music streams; multimedia driven websites *4 or 8 port switch available Multiple streams of music and/or video, online multimedia presentations, and interactive showcasing **Multi-device option needs selected at time of order or fee applies, see below Select bandwidth needs below.	\$3500
Dedicated Ethernet Service	Speed/Bandwidth, above 6.0 Mbps <ul style="list-style-type: none"> Up to 10 Mbps More than 10 Mbps call Information required includes: number of devices, location and what service will be used for: i.e email, streaming, etc... 	\$5000
Additional Items		
Public IP Address	The principal function is an established presence on the Internet	\$125
Private Local Network		Call for price
Wireless/Wi-Fi Services (Order due: 30 days in advance of show)		
Item	Description	Cost
Show Management Wi-Fi Buyout	Up to 10 Mbps in one single space. More than 10 Mbps. Information required includes: number of devices, location and what service will be used for: ie email, streaming, etc.	\$5000 Call for price
Exhibitor Wi-Fi	Up to 4.0 Mbps, includes line installation up to 20ft. *Additional labor, time and materials for more than 20ft. Also includes in-house access point, no outside access points are permitted.	\$1200
Pay As You Go Wi-Fi	Free Trial 90 minutes Per Day (2 Mbps) Per Week (2Mbps)	FREE \$14.95 \$34.95
Telephone Services		
Item	Description	Cost
Single Line Main	Includes the use of our telephone equipment	\$398
Multi-Line Main	Includes voicemail and the use of our telephone equipment, if additional instruments that share the same phone number are required also order Multi-Line Extension	\$870
Multi-Line Extension	Cannot be ordered without at least one MAIN Service	\$435
Audix	Voicemail per telephone line	\$90
Other Carrier Services		\$398

1. All internet connections are dedicated services with reserved bandwidths.
2. All access services are not available in all areas.
3. Above prices cover wiring to the first connection to one point in your booth/room. Additional wiring to "fan" connections between computers will be performed on a time and materials basis, if using our labor. A floor plan of your booth/room must accompany each Internet Access Order Form even if doing your own work. Orders submitted without floor plans will be considered a partial order. Mark the location of each computer requiring Internet Access Service with an "X."
4. Prices subject to change without notice. Advance rate, two weeks prior to show date.
5. Tax Breakdown: 7% State Excise, .50% State Infrastructure, 7% City Excise
6. Navy Pier/SMG is the exclusive provider and installer of Data and Network Services (wired and wireless) including communication cabling.

**See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our internet gateway. By placing an order, you agree to all terms and conditions.

HANGING ITEMS

Any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

Hanging items must not be hung from electrical fixtures, raceways, water, gas, air, fire protection, piping, communication lines, supports or hangers.

HANGING ITEMS APPROVAL REQUIREMENTS

Navy Pier is the exclusive in-house rigging contractor for production events taking place within the Festival Hall Complex. Our production personnel is experienced and equipped to handle all rigging needs and responsible for the approval of all rigging systems to be used within the complex.

Our in-house technicians will be the exclusive source for the installation and dismantle of all production rigging points. The point will be considered to be the steel cabling used to wrap or to be affixed around the structural beams of the facility. Hoist motors must be provided by the facility, although truss is not an exclusive service, it is an available rental item; call please for a quote. Contact your Event Manager with questions.

All requests for hanging items must be reviewed and approved by Show Management PRIOR TO MOVE-IN. Requests must be received 30 days prior to the first move-in date.

FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE EVENT OR REFUSAL TO HANG REQUESTED ITEMS.

PLUMBING SERVICES

Order Form on page 13

Anchoring - All anchoring is done by the Navy Pier Plumbers. The exhibitor must submit a copy of their floor plans a minimum of 60 days prior to the event move-in date.

Removal of Hazardous Chemicals - Our Plumbers will pump these liquids into 55-gallon drums for disposal by your licensed waste hauler. **UNDER NO CIRCUMSTANCE SHOULD DISPOSAL OF HAZARDOUS CHEMICALS BE HANDLED IN ANY OTHER MANNER.**

FACILITY PRESSURES TO KNOW

Compressed Air - Constant pressure of 100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.

Hose Pressure - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure, and any hoses brought in by clients must also have this rating.

Natural Gas - A one-inch gas line provides a constant one pound pressure per square inch.

Water Pressure - Constant pressure of 60 pounds per square inch (psi).

Drain - Four inch drainage is available in the floor.

Bottled Gases - We do not stock any bottled gases on premise. Many of our gases require a minimum of two weeks advance notice, so please plan accordingly.

In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane, and any red tagged gases, must be removed from the event floor at the close of each day. If you order any flammable gas from us, we will remove, safely store, and return the tanks each morning at no additional cost to you. If you bring your own flammable gases, you must contact the Navy Pier to make arrangements to remove, store, and return the tanks on a daily basis. **No Propane, MAPP, or Butane in any size are permitted in Navy Pier.**

Plumbing Utility Services

	Water*	Drain	Air	Gas
Festival Hall A	Floor Ports	Floor Ports	Columns	North and West Walls
Festival Hall B	Floor Ports	Floor Ports	Columns	North Wall

All of our water is cold. If you need hot water, you will need to bring a hot water heater or you may rent one from us. Please contact us to identify the correct required electrical service for the water heater.

PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of our utility or Internet service(s). **Payment must be made by credit card, company check, travelers check, or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the make a mark (X) the section **THIRD PARTY AUTHORIZATION** on the **Order and Payment Form**. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK.
MAKE CHECK PAYABLE TO: "NAVY PIER"

To Send Overnight or US mail (please allow ten days for mail):

Navy Pier / SMG, Attn: Sales & Services, 600 East Grand Avenue, Chicago IL 60611

Wire Transfer: JPMorgan Chase Bank, Chicago, IL 60603

ABA # 021-000-021

Account # 117198780(wire)

ACH ABA# 071-000-013 (ACH & Electronic Checks)

Attn: Navy Pier, Merchant Account with SMG as Agent

All transfers should include the following information:

Your company name • The Event/Show Name •Assigned Booth/Space Number

CANCELLATION POLICY

For full cancellation of all utility or Internet services ordered, a cancellation fee in the amount of 30% of the value of the utility service ordered will be charged.

For partial cancellation of utility or Internet services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of utility services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 30% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged. For cancellation of utility or Internet service that has been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of Navy Pier for the provision of services, or the failure to provide services, or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

CONTACT US

Phone: (312) 595-5266

Fax: (312) 595-5050

Email: navypierevents@navypier.com

FACILITY REGULATIONS

Animals and Pets - Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the Navy Pier. Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact the City of Chicago Animal Care and Control Office at (312) 747-1406.

Balloons - Helium-filled balloons are not allowed within the complex. If there is unauthorized use of helium balloons, a charge of \$500 will apply to retrieve and remove the balloons.

Mylar balloons may not be used in any interior space due to interference with fire and smoke detections systems.

Exhibits in Meeting Rooms - If a meeting room has been assigned to your company for exhibit or meeting use, please contact the Navy Pier Event Manager at (312) 595-5266 for specific meeting room guidelines.

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.

Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Fire Hose Cabinets, Pull Stations, Aisles and Exits - Each of these fire safety supports must be visible and accessible at all times. Contact your Show Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.

Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Smoking - In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in Navy Pier. Smoking stations are located outside of the facility.

Vehicle Displays - Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel. Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during event hours. Refueling must be done off property.

FIRE AND SAFETY REGULATIONS

The Fire Prevention and Safety Regulations enforced at Navy Pier are taken from the Chicago Fire Prevention Code, the National Fire Protection Association (NFPA) and the Navy Pier. You must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The Chicago Fire Department Bureau of Fire Prevention reserves the right to make any final decisions. Adjustments for non-compliance can be costly.

Booth Storage

A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth backwall.

You may not store empty cartons in or behind your booth backwall.

The event's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packed materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty items will be returned to you during move-out.

Fire Retardancy

Your exhibit's construction and decoration materials must be fire retardant. It is suggested that you have a certificate of retardancy at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code as well as the UL-1975 test.

- Backdrops, dust and table covers, drapes and similar fabrics.
- Corrugated cardboard/display boxes.
- Wood and wood by-products.
- Polyurethane form, plastic and similar products.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing your demonstrations and displays, note that the following devices require pre-approval by Navy Pier:

- Up to 2 aerosol cans may be used for demonstration purposes only.
- Lasers, open flames (including candles).
- Smoke-producing devices.
- Indoor pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details.
- Heating appliances.
- Welding, brazing or cutting equipment.
- Radioactive materials.
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene, or other flammable, toxic liquid, solid or gas. These materials cannot be stored overnight.
- All fuel transfers must utilize safety cans.

Approval requests must be sent in 60 days before move-in of the event. In your request, state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. required pre-approval and must be accompanied with the appropriate M.S.D.S. the Navy Pier Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

FIRE AND SAFETY REGULATIONS

(cont.)

Prohibited Materials

The following items are prohibited in Navy Pier

- All L.P. gases, Hay and straw, Charcoal, Untreated Christmas Trees, cut evergreens or similar trees, Propane, MAPP gases, Wood fireplace logs and similar materials.
- Untreated mulch and Spanish moss trees

Cooking and Heat-Generating Devices

If you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.

Multiple Levels or Ceilings (Including Tents)

Before discussing Navy Pier requirements, make sure that your event allows these booths. Give your show manager the planned height of your exhibit and ask if the exhibit hall ceiling is high enough to accommodate it.

Double Decker” booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment which would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Your booth will fall into one of the five following booth formats:

- ***Format 1: Exhibits with two stories under 225 sq. ft.***
- ***Format 2: Exhibits with two stories at or over 225 sq. ft.***
- ***Format 3: Exhibits with ceilings under 225 sq. ft.***
- ***Format 4: Exhibits with ceilings at or over 225 sq. ft.***
- ***Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. You will need to follow separate fire code items.***

The Chicago Fire Department requires that if your exhibit booth falls into either Format 2, 4, or 5, as defined, you must inform your show manager at the time you buy your exhibit space.

For booth formats 1 and 4, you will need to comply with the fire code items marked “yes” in the table. Details are presented in the following “**Fire Code Items**” section.

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your booth specifications. If you would prefer automatic sprinklers, or are required to do so, contact our Fire Safety Office to discuss your options.

FIRE CODE ITEMS FOR MULTIPLE LEVEL BOOTHS

Maximum Dimensions

To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30' elevation) or 5000 sq. ft. of enclosed area.

Second Level

Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.

Staircases

Staircases between levels must meet the following requirements, as well as ADA compliance guidelines.

- Minimum of 3 feet in width.
- Provide a handrail on at least one side.
- Provide handrails a maximum of 1-1/2" in circumference and turned into walls.
- Not be spiral or winding.

If the top deck is designed to hold over 10 people, or exceeds 1200 sq. ft. in area, a second stair case is required which must be remote from the main staircase and meet the same construction requirements.

Smoke Detectors

All areas under the second level or ceiling, including closets, need to be equipped with a UL- approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

Fire Extinguishers

A UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 sq. ft. enclosure.

Fire Guards

Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or event is closed for business, special fire watch coverage is required. Use of individuals designated as Fire Guards is subject to prior approval by Navy Pier's Assistant Director of Fire Safety.

Certified Approval

After your exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints must include dimensions and an isometric rendering.

Fire Marshal Review

Send your stamped blueprints to Navy Pier for review at least 60 days before your event opens to allow sufficient time for any needed corrections. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your booth to occur during the pre-event fire inspection.

All exhibits must comply with the Americans with Disabilities Act.



INTERNET AND TELEPHONE ORDER FORM

(Order Form must accompany full payment)

EVENT NAME	IGC CHICAGO 2015			EVENT DATE	8/18-20/15
COMPANY NAME				BOOTH	
ON-SITE CONTACT/EMAIL					
ADDRESS					
EMAIL		MOBILE		PHONE	
SUBMITTED BY				DATE	

Item	Cost	Quantity	Total
Economy Wired Service (Wired)	\$600		
Basic Wired Service (Wired)	\$1200		
Premium Wired Service (Wired)	\$3500		
Dedicated Ethernet Service (Wired)	\$5000		
Multi-Device Late Fee (Wired)	\$100		
Public IP Address (Wired)	\$125		
Private Local Network (Wired)	Call for price		
Show Management Wi-Fi (Wireless)	\$5000		
Show Management Wi-Fi Buyout (Wireless)	Call for price		
Exhibitor Wi-Fi (Wireless)	\$1200		
Pay As You Go Wi-Fi (Wireless)	FREE		
<i>Per Day (2 Mbps)</i>	\$14.95		
<i>Per Week (2Mbps)</i>	\$34.95		
Single Line Main (Telephone)	\$398		
Multi-Line Main (Telephone)	\$870		
Multi-Line Extension (Telephone)	\$435		
Audix (Telephone)	\$90		
Other Carrier Services (Telephone)	\$398		
		Subtotal	
		14 ½% Tax	
		Grand Total	

☐ Please check if you will require labor for wiring internet and network connections to various locations.



UTILITY SERVICE ORDER FORM - PLUMBING

(Order Form must accompany full payment)

EVENT NAME	IGC CHICAGO 2015			EVENT DATE	8/18-20/15
COMPANY NAME				BOOTH	
ON-SITE CONTACT/EMAIL					
ADDRESS					
EMAIL		MOBILE		PHONE	
SUBMITTED BY				DATE	

Plumbing Services Item			Cost	Quantity	Total
Water Line	Number of Connections		\$674		
	Size of Connections				
Drain Line	Number of Connections		\$672		
	Size of Connections				
Compressed Air	Number of Connections		\$502		
	Size of Connections				
Natural Gas 1" = 1 lb.	Number of Connections		\$461		
	Size of Connections				
Water Fill and Drain* (Subject to time and materials)			Gallons		
Sink Rental Double			\$125		
Sink Rental Single			\$65		
Water Heaters (52 Gallons) **			\$148		
Fire Extinguishers (ABC) ***			\$36		
Recharge Fire Extinguishers			\$25		
Balloon glowers			\$36		
Air Blow Gun			\$36		
Air Regulator			\$36		
Water Regulator			\$62		
Gas Regulator			\$36		
Water Filter			\$36		
Tank Stand			\$36		
Sump Pump			\$36		
Gasoline or Electric Welder			\$64		
Faucet			\$36		
Basket Strainers			\$16		
				Subtotal	
Bottled Gases					
(We can supply a complete line of any 2, 3 or 4 mixtures and quantity with advance notice. Many of our gases require a minimum of 2 week notice)					
Argon – 336 cu. ft.			\$254		
CO2 Tank G Size 50 lbs			\$220		
Helium 0 244 cu. ft.			\$263		
Helium "T" tank 291 cu. ft.			\$276		
Nitrogen – 230 cu. ft.			\$209		
Nitrogen Ultra High Purity Grade 5 230 cu. ft.			\$295		
Nitrogen Pre-Purified "T" Tank Grade 4.8 – 304 cu. ft.			\$264		
Nitrogen Cradles (12 Tanks) w/ Demurrage 3584 cu. ft.			\$1046		
				Subtotal	

***All water heaters require an electrical connection** A separate floor plan template is required for plumbing services.*



FLOOR PLAN TEMPLATE

EVENT NAME	IGC CHICAGO 2015	EVENT DATE	8/18-20/15
COMPANY NAME		BOOTH	
ON-SITE CONTACT/EMAIL			
ADDRESS			
EMAIL		MOBILE	
		PHONE	
SUBMITTED BY			DATE

Using the legend below, please complete this form for all utility services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If submitting your own detailed drawing, please be sure to include the following items:

To avoid booth installation charges, please be sure to submit floor plans along with your orders.

Booth Dimension

Adjacent Booth

Telecom

- Phone Jack
 ▲ Internet Access

<u>Booth Dimensions</u>				(L)	X	(W)			

1 square = 1 square foot
(unless otherwise noted)

Adjacent Booth

Plumbing (Diameter in inches)

- Compressed**
 CAL – Air Line
 WL - Water Line
 DL – Drain Line
 NG – Natural Gas



ORDER AND PAYMENT FORM

When ordering any utility services, this form must be completed and returned with the floorplan template and the utility service order form. Please indicate below the method of payment for services provide. Mailing instructions are found on Page 7. Prices are subject to change without notice. Regardless of the method of payment you select, an approved credit card must be on file.

Show/Event Name:	IGC CHICAGO 2015		
Company Name			
Address			
City / State		Zip	
On-site Contact		Email	
Mobile		Phone	
Submitted By		Date	

<input type="checkbox"/> AMEX	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
Credit Card Number:		Expiration Date	
Cardholder's Name (PRINT)			
Cardholder's Signature			

Please calculate Your Subtotal for all services requested:

Telephone	Page 12	\$
Internet	Page 12	\$
*Telecommunication Tax	Page 12	\$
Plumbing	Page 13	\$
Grand Total(Amount to be charged)		\$

Please mark (X) appropriate boxes below:

<input type="checkbox"/>	<i>This authorization will be used to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representatives and any associated meeting room costs. These charges may include labor, material and telephone usage. Please complete the information below.</i>		
<input type="checkbox"/>	<i>Full order payment is enclosed. The Credit Card information below is required to be kept on file. Your credit card will not be charged unless there is an outstanding balance on your account at the end of your show and payment is not received for such balance prior to you leaving our facility.</i>		
<input type="checkbox"/>	(THIRD PARTY AUTHORIZATION) For the use of an exhibitor appointed contractor: <i>We understand and agree that we, the exhibiting firm, are ultimately responsible for payment for the charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.</i>		
<input type="checkbox"/> AMEX	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
Credit Card Number:		Expiration Date	
Cardholder's Name (PRINT)			
Cardholder's Signature			

Show Name: _____

Show Dates: _____

Location: _____

Convention Plant Rental

6620 Hohman Ave. Hammond, IN 46324

(219) 932-1214 Fax: (219) 937-5771

www.conventionplantrental.com

Email: info-request@conventionplantrental.com

If you require Floral or Plant service in your Exhibit, this advance order form will expedite your service. Please fill out the following information & forward a copy to Convention Plant Rental.

FLORAL ARRANGEMENTS

___ ROUND OR OBLONG @ \$55.00 - \$65.00 - \$75.00 and up

___ ONE SIDED @ \$55.00 - \$65.00 - \$75.00 and up

COLORS DESIRED & DESCRIPTION _____

TROPICAL PLANTS AND BLOOMING PLANTS

___ 2 FEET HIGH @ \$30.00

___ 3 FEET HIGH @ \$35.00

___ 4 FEET HIGH @ \$45.00

___ 6 FEET HIGH @ \$70.00

___ POTTED FERNS @ \$30.00

___ POTTED BLOOMING MUMS @ \$20.00 - COLORS: ___ YELLOW ___ WHITE ___ LAVENDER ___ BRONZE

___ POTTED BLOOMING AZALEAS @ \$30.00

PRICE INCLUDES: PRODUCT, DELIVERY,
DECORATIVE POT COVER, MAINTENANCE, AND REMOVAL

POT COVER SELECTION:

___ WHITE ___ BLACK ___ BASKET

CONSULT US FOR ANY SPECIALTY ITEMS NOT LISTED ABOVE. OUR DESIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS FITTING YOUR DISPLAY AT NO EXTRA CHARGE. STOCK INCLUDES WIDELY DIVERSIFIED DECORATIVE MATERIAL TO CARRY OUT UNUSUAL DESIGNS AND COLOR SCHEMES. VARIETIES MAY VARY FROM LOCATION AND SEASON.

IF YOU WOULD LIKE TO SCHEDULE AN APPOINTMENT WITH OUR DESIGN CONSULTANT, PLEASE CALL OUR PRODUCTION DEPARTMENT AT (219) 932-1214.

PAYMENT POLICY

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE.

TERMS: CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS

ACCOUNT #: _____ EX. DATE: _____

[] I HAVE READ AND UNDERSTAND THE PAYMENT POLICY AND TERMS LISTED ABOVE
SIGNATURE OF CARDHOLDER/AUTHORIZED COMPANY PERSONNEL: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE: _____

ZIP CODE: _____

PHONE: _____

FAX: _____

EMAIL: _____

Booth #: _____

On-Site Representative: _____

RETURN COPY TO:

Convention Plant Rental: 6620 Hohman Ave. Hammond, IN 46324

(219) 932-1214 Fax: (219) 937-5771

www.conventionplantrental.com

Email: info-request@conventionplantrental.com

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Lead Management Services

Lead Retrieval Unit Descriptions

All device options provide leads on a cloud server with a secure personalized exhibitor portal for lead follow-up and download. Leads can be downloaded in Excel or tab delimited file as many times as you want by anyone with the login information. Leads will be available on the cloud for up to 3 months after the event.



ExpoSmart is a lead retrieval app for your phone; it is compatible with Android and iOS smart phones. By scanning the QR code on the attendee badge you can quickly capture leads without the need to rent hardware. With ExpoSmart, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud in real time for immediate access. With the ExpoSmart application on your own smartphone you can extend the opportunities to capture leads, you do not have to be in your booth to scan a badge anymore. Perfect for social functions, networking lounges etc.



ExpoAccess is a lead retrieval device which includes a high speed pistol grip scanner linked to a Blackberry smart phone via Bluetooth. By scanning the QR code on the attendee badge you can quickly capture leads. With ExpoAccess, qualifiers are optional and you can add notes to each lead. Leads are automatically uploaded to the cloud in real time for immediate access.



ExpoScan is an Android device with a lead retrieval app, perfect for those that don't want to use their own phone. By scanning the QR code on the attendee badge you can quickly capture leads. With ExpoScan, qualifiers are optional and you can add notes to each lead. Leads are uploaded to the cloud at the end of the event once the unit is returned.

Upgrade/Add On Options to Devices for Increased ROI:

Custom Qualifiers: Company specific questions can be added to each lead for enhanced follow up. Up to 20 questions with 20 answers each can be included. By going to your personnel rcsreg.com/myleads portal you can easily enter your questions/answers that will automatically appear on your lead retrieval device or smart phone.

ExpoAction: Automatically send a simple text based email to the attendees that you have scanned thanking them for visiting your booth. emails can be sent immediately as you scan or at a chosen future time.
(Real time emails only available with ExpoSmart and ExpoAccess)

For Additional Information and to Save Order Online Now: www.rcsreg.com/leads/igc2015



Lead Retrieval Order Form

ITEM	UNIT PRICE	QUANTITY	TOTAL
SMART PHONE APPLICATION:			
	Early Bird Thru 6/26	Advance 6/27-7/31	On-Site 8/1-8/20
(Prices quoted in U.S. dollars only)			
<input type="checkbox"/> ExpoSmart - Single Phone Access	\$ 179.00	\$ 229.00	\$ 279.00
<input type="checkbox"/> ExpoSmart - Up to 5 Phone Access (Compatible with Android and iPhone)	\$ 349.00	\$ 449.00	\$ 549.00
HAND HELD UNITS:			
<input type="checkbox"/> ExpoAccess - Real time leads (Includes real time leads online - no download required)	\$ 350.00	\$ 455.00	\$ 560.00
<input type="checkbox"/> ExpoScan - Post show leads (Data is available online after the event)	\$ 275.00	\$ 360.00	\$ 440.00
OPTIONAL SERVICES:			
<input type="checkbox"/> Custom qualify mode (Available for ExpoSmart, ExpoAccess, and ExpoScan only)	\$ 100.00	\$ 130.00	\$ 160.00
<input type="checkbox"/> ExpoAction email (Available for all units)	\$ 100.00	\$ 200.00	\$ 300.00
<input type="checkbox"/> Delivery & pick-up (Please provide an on-site mobile phone number below to schedule your delivery)		\$ 125.00	
Processing Fee			\$ 10.00
Avoid processing fee and order online			
TOTAL			\$

CONTACT INFORMATION	
Name _____	Booth # _____
Company _____	Mobile Phone _____
Address _____	email _____
City, ST, Zip _____	(email receipt will be sent once order is processed)
Country _____	email _____
	(email confirmation will be sent once order is processed)

ORDER ONLINE FOR SECURE INSTANT PROCESSING OF YOUR ORDER

www.rcsreg.com/leads/igc2015

PAYMENT:	
- a confirmation will be sent when order is processed if email provided -	
Credit Card - Orders must be processed online or sign and fax this form to 805-477-0592 , then call 805-654-0171 to complete your payment	
Check (US funds drawn on a US bank) - Make payable to REGISTRATION CONTROL SYSTEMS	
Mail completed form with check to: EXHIBITOR SERVICES DESK REGISTRATION CONTROL SYSTEMS 1833 Portola Rd., Suite C Ventura, CA 93003	Phone: 805-654-0171 email: exhibitorserv@rcsreg.com Orders must be pre-paid. No purchase orders will be accepted.

To ensure availability, order early.
 No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.
 Please return units within one hour of the close of the event.
 Non-returned units recovered by RCS will be charged a full delivery charge.
 Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _____
 (signature required for faxed or mailed in orders)

PLEASE RETAIN A COPY FOR YOUR RECORDS

IGC Chicago

Navy Pier

August 18 - 20, 2015

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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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Order Directly Online:

<https://e.ges.com/071600251/esm>

IGC Chicago

Navy Pier

August 18 - 20, 2015

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